

Primary School Student-Parent Handbook



LIBERTY CHRISTIAN SCHOOL

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Introduction to Handbook

Letter to Parents and Students

Dear Parents and Students:

This handbook, as well as the Technology Handbook and the Athletics Handbook, has been compiled to assist you as you experience and participate in the Liberty Christian School family. You are a part of an educational community dedicated to Jesus Christ, who is Lord of our lives and our school.

Because these handbooks cover most of the general issues of school life, it is important that every parent and student read all of the handbooks. Students and parents are responsible for knowing and applying the procedures outlined in the Student/Parent Handbook, the Technology Handbook, and the Athletics Handbook.

Codes may be defined as sets of principles, guidelines, and rules of conduct that are adopted by an organization to assist in identifying and carrying out its mission. When people join an organization, their commitment in joining implies a willingness to respect and comply with the codes of that organization. In a Christian setting, such codes establish Jesus Christ as the model of conduct.

It is our hope that you, as a part of Liberty, will live your life each day as one who has been redeemed by the saving work of Jesus Christ. You are encouraged to grow in godliness as you walk within the boundaries of these guidelines.

Liberty Christian School is a wonderful, nurturing place to deepen your commitment to the Lord as you seek academic excellence. We hope that as you read these handbooks, you will discover that the established codes are designed to help life at Liberty operate smoothly and fairly, giving glory and honor to the wonderful God we serve.

In Christ,

Dr. Blair McCullough, President
Jared Mlynczyk, Assistant Head of School
Joe Belyeu, Primary School Principal
Krissy Stoner, Primary School Vice Principal
Lisa Dail, Primary School Vice Principal of Early Childhood

Purpose of the Handbook

The Student/Parent Handbook was developed to answer many of the commonly asked questions that parents and students may have during the school year. Because the handbook contains information about student rights and responsibilities, parents and students are responsible for knowing its contents. Please take the time to become familiar with the following information, which is available anytime on Liberty's website under each school's page. This handbook is a valuable reference during the school year, as it provides clarity when questions arise. In addition, please also review the Technology Handbook and the Athletics Handbook as it applies to all students and parents at Liberty.

The school reserves the right to interpret the content of this handbook, as well as the Technology and Athletics handbooks, including the rules and regulations governing the academic and nonacademic conduct of students. These handbooks are not a contract nor are they intended to be so construed. Our school reserves the right to modify and/or amend the content of these handbooks at any time during the year. If any written modification or amendment is made to these handbooks, it will be made available to parents and students.

If you have any questions about the handbooks or any of its policies, please contact Dr. Blair McCullough, President.

Vision Statement

A leading, Christ-centered college preparatory school that inspires and equips leaders to impact the world for Christ.

Mission Statement

Liberty's mission is to provide a holistic college preparatory education in a nurturing, Christ-centered environment.

How

In partnership with parents, Liberty recognizes and develops the unique characteristics of individual students through rich academic, co-curricular, and spiritual life programs to prepare them to fulfill God's purpose for their lives.

What We Believe

Biblical Education

There are many reasons for enrolling your child in a Christian school. The reason that is above all others is that God requires parents to educate their children according to His principles:

Deuteronomy 6:6–7 – “And these words which I command you this day shall be in your heart. You shall teach them diligently to your children, speaking of them when you sit in your house, and when you walk by the way, and when you lie down, and when you rise up.”

Proverbs 22:6 – “Train up a child in the way he should go: and when he is old, he will not depart from it.”

Ephesians 6:4 – “And, fathers, do not provoke your children to anger; but bring them up in the discipline and instruction of the Lord.”

Colossians 2:8 – “Be careful that no one spoils your faith through intellectualism or high-sounding nonsense, guided by human tradition, following material ways of looking at things, instead of following Christ.”

Jeremiah 10:2 – “Thus saith the Lord, ‘Learn not the way of the heathen.’”

Proverbs 19:27 – “Cease listening, my son, to discipline, and you will stray from the words of knowledge.”

Statement of Faith

1. We believe the Bible to be the inspired and only infallible, authoritative Word of God.
2. We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.
3. We believe in the deity of our Lord Jesus Christ, His virgin birth, His sinless life, His miracles, His vicarious and substitutionary atonement for the sins of mankind by the shedding of His blood on the cross, His bodily resurrection, His ascension to the right hand of the Father, and His personal return in power and glory.
4. We believe that for the salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential.
5. We believe in the present ministry of the Holy Spirit, by whose indwelling Christians are enabled to live a godly life.
6. We believe that God created man in His own image, but because of sin, man is in need of a Savior, and that salvation comes through faith in Christ Jesus, the Son of the Living God. Through faith in Him as Lord and Savior, we are declared righteous by God.
7. We believe in the second coming of our Lord and Savior, Jesus Christ.

Lifestyle Statement

Students should demonstrate a lifestyle that reflects the biblical perspective of integrity, appropriate personal and family relationships, academic conduct, and moral behavior.

Liberty Christian School (LCS) believes that biblical marriage is limited to a covenant relationship between a man and a woman. The Liberty Christian School Statement of Faith expects students to maintain a lifestyle based on biblical standards of moral conduct. Moral misconduct, includes, but is not limited to, promiscuity and homosexual behavior, any other violation of the unique roles of male and female, public displays of affection, and substance abuse.

Liberty Christian School believes that all have sinned and fallen short of the glory of God and should seek redemption through confession, repentance, and faith in Jesus Christ. Students who are struggling in their faith in these areas listed above are encouraged to seek help from school guidance counselors, and/or ministers in the Spiritual Life Department.

School Unity

Even though a variety of denominations are represented among our staff and school families, God has blessed Liberty with much unity. We are exhorted in Ephesians 4 to walk worthy of the position that we have in Christ, “endeavoring to keep the unity of the Spirit in the bond of peace.”

Our goal is to keep Jesus Christ at the center of everything we do. God continues to bless our school because of this goal. We do not compromise on the central message of God’s Word and our published “Statement of Faith.” We are aware that as a group of believers some differences in beliefs exist. It is important for parents to realize that when denominational issues are raised at school, our teachers are instructed to refer students to their parents or pastor for discussion and guidance. By keeping our focus on Jesus Christ, we “major” on the central message of God’s Word. Our prayer is that each plan made and each lesson taught will be done in such a way that the Lord Jesus Christ receives all of the glory and honor.

Philosophy of Liberty Christian School

The real difference between a Christian school and the public school is philosophy. While the public school is based on a man-centered philosophy, Liberty Christian School holds a God-centered philosophy of education, one that is based upon the Word of God. The primary objective and purpose of the school is to train students in the way of life presented in Scripture while giving them a quality education.

Our educational philosophy is based on a Christian worldview that comes from the truths found in the infallible, inerrant, and inspired Word of God. We recognize the Bible to be authoritative, reliable, and the final source of truth. Colossians 1:16 declares, "All things were created by Him and for Him; He is before all things, and in Him all things hold together." Therefore, true education must begin and end with God.

Education can most effectively be accomplished in an environment that recognizes that all truth is God's truth. We emphasize this fact and stress the development of an eternal perspective of life. We strive to provide an environment in which the individual student can mature spiritually and academically. Students are directed not only in the acquisition of knowledge and skills but also in the pursuit of worthy interests, ideas, and attitudes essential for Christian maturity. We want to develop the complete individual spiritually, mentally, physically, and socially (Luke 2:52).

The academic program, through the traditional approach, emphasizes the progressive understanding of fundamental blocks necessary for high achievement. Emphasis is placed upon the acquisition of facts and concepts in the areas of study, leading to the development and exercise of the powers of reasoning. Realizing the difference in innate ability, we encourage and expect students to do their best. We believe the traditional system of education educates the mind, builds character, and teaches the value of living under a free enterprise system of government.

We believe that the heart of character training is obedience (deciding to do right), which will eventually cultivate inner self-discipline essential to the emotional, physical, social, and spiritual well-being of the student. The teacher is the authority in the classroom. To obey, to do right, and to always measure one's attitudes against scriptural principles are goals we strive to instill in students to equip them for carrying out God's plan for their lives.

Scripture clearly teaches that parents are responsible for their children's education and discipline. The school is not a substitute for the home but is an extension of it, operating as one means through which parents fulfill the responsibility the Lord has given them. We believe that our nation, homes, and schools are strengthened when our educational process points students to Jesus Christ and teaches them character, patriotism, and faith in God.

Spiritual Emphasis

- To encourage all students to develop a personal relationship with the Lord Jesus Christ; instill in them a love for the Lord Jesus Christ, God the Father, and the Holy Spirit; and instill a personal sense of responsibility to be all God wants them to be.
- To teach students that the Bible is the infallible Word of God and to stress its practicality and importance through the application of biblical principles to every part of daily life.
- To integrate the teachings of the Bible with every subject and activity and to evaluate secular information according to what the Bible teaches, as it is the ultimate source and final authority for all teaching.

- To encourage students to develop self-discipline and responsibility based on respect for and submission to God and all other authority.

Academic Emphasis

- To promote high academic standards and to help all students realize their full academic potential.
- To prepare students for success and achievement at the college level.
- To assist students in developing a disciplined approach to their studies.
- To encourage students to think clearly and logically, and to work both independently and cooperatively, utilizing good study habits.
- To help each student gain a thorough mastery of the fundamental processes used in communicating and dealing with others, including reading, writing, speaking, listening, and using mathematics.
- To develop creative and critical thinking, and proper use of biblical criteria for evaluation.
- To develop responsible freedom, instilling a love for our country and respect for those who lived and died to make America great.
- To develop an understanding of the world and an ability to appreciate and contribute to the world.

Warrior Way

Liberty Christian School has defined a list of values from our vision and mission statements that we aim to build in your children with each passing day. We have termed these values the “Warrior Way.” These character traits have always been a part of our objective, to raise up godly, intelligent, responsible Christian citizens who will be the leaders of tomorrow. Having these qualities in a written form solidifies these biblical goals for our students to incorporate into their own lives. We encourage you to discuss these principles and values with your children regularly as we come alongside you to enrich the godly foundation you are already building. May we as adults also walk in the “Warrior Way” to demonstrate to our families the people of God we want our children to become.

The Warrior Way is based upon the following seven values found in God’s Word.

- **Embrace God’s Truth**
“Lead me in Your truth and teach me, for You are the God of my salvation; For You I wait all the day long” (Psalm 25:5).
- **Strive for Excellence**
“Whatever you do, work heartily, as for the Lord and not for men” (Colossians 3:23).
- **Demonstrate Leadership**

“Let no one despise you for your youth, but set the believers an example in speech, in conduct, in love, in faith, in purity” (1 Timothy 4:12).

- **Value Scholarship**

“Be diligent to present yourself approved to God, a worker who doesn’t need to be ashamed, correctly teaching the word of truth” (2 Timothy 2:15).

- **Exhibit Christ-like Character**

“Whoever claims to live in Him must live as Jesus did” (1 John 2:6).

- **Pursue Service**

“For even the Son of Man did not come to be served, but to serve, and to give His life as a ransom for many” (Mark 10:45).

- **Build Community**

“All the believers were one in heart and mind. No one claimed that any of their possessions was their own, but they shared everything they had” (Acts 4:32).

School History

Liberty Christian School originated in 1980 from the prayer and vision of Liberty Church in Denton, Texas. It began as a one-room learning center under the direction and leadership of Reverend and Mrs. Gary Adams. The school was small in size (20 students in all), but the all-important goal of a quality education in a Christian environment was established and implemented.

In 1983, Reverend Adams met Dr. Rodney Haire, who felt inspired by the Lord to enter the field of Christian education. Agreeing that the school should reach out to Christians of all denominations, Reverend Adams and Dr. Haire united to expand the school with the purpose of offering a quality college preparatory education in a Christian environment.

That year, the student body grew from 20 to 194, a new facility was purchased, a student council was formed, athletic teams and bands were started, and Liberty Christian School became a phenomenon! Today, Liberty Christian’s student enrollment has reached more than 900 with a staff of more than 200. God’s plan for an expanded college preparatory school in a Christian environment is surging ahead and being fulfilled. In the summer of 2005, the school moved from its address of 1500 South Bonnie Brae in Denton, Texas, to its new facilities at 1301 S. Highway 377 in Argyle, Texas.

By mutual agreement, the school and the church separated in a friendly manner in 1989. The school continues to reach out to Christian families of all denominations and emphasize the teaching of biblical truths to all facets of life. It is our desire to help develop well-adjusted young people who will be the leaders of tomorrow, equipped to face life and make the right decisions.

We believe that this desire can be accomplished by grounding and guiding students in the Word of God, while offering the best education possible.

Investing in Liberty Students

We offer opportunities for staff, parents, alumni, grandparents, and community partners to invest in the students at Liberty through volunteering and participating in our annual fund, employee matching gift programs, foundation support, and planned giving.

Our goal is to support classroom, program, and campus initiatives to offer students the opportunity to develop their specific gifts and talents, while they grow into Christian leaders who serve their communities and country. This effort requires that *every* family partner with Liberty through volunteering and giving. Every investment makes a difference! If you would like more information on how you can partner with Liberty, please contact the Development Officer at 940-294-2054.

Advancement Activities

One of the ways to get involved and participate at Liberty is to volunteer or attend our Liberty family events. If you would like more information on any of these activities, please contact the Development Officer at 940-294-2054 or the Events Associate at 940-240-2155, or visit the Liberty website.

Event Highlights for the 2022–2023 School Year

- Heart of Liberty Gala Oct. 1
- Warrior Club Annual Chili Cook-off Oct. 28
- Partners Through Faith (PTF) Teacher Appreciation Lunch Nov. 1
- Christmas Tree Auction Nov. 2-11
- Camps Christmas Decorating Nov. 14-15
- Liberty Giving Day Nov. 29
- PTF Ladies Tea Feb. 28
- PTF Lasagna Lunch May 2

Giving

Financial gifts create a lifeline to building and sustaining our community, providing an important way for our families to make a difference at Liberty. Like most private schools, tuition at Liberty Christian covers only 85 percent of the cost to educate. Your support for general operational school expenditures is critical to our success. Financial gifts support a wide range of initiatives including campus and facilities enhancements, professional development for faculty, tuition

assistance, and support for academics, spiritual life, fine arts, and athletics programs. We believe that everything is possible with your support. Your giving makes the difference!

General School Policies/Guidelines

Enrollment and Continuous Enrollment

The following items are required for all students (new and returning) each year to be placed on the class roster for the next school year. These items are also required for students entering grades 6–12 to formalize their class schedule:

1. Payment of nonrefundable enrollment fee(s) if newly enrolling, along with campus enhancement fee (if applicable); nonrefundable annual registration fee will draft every January automatically
2. Completed and signed Enrollment and Parent Agreement signed by both legal guardians, if new to enrolling. Once signed enrollment is considered continuous, and families will not need to reenroll every year. Students will be enrolled at Liberty Christian School through graduation or until a family follows the withdrawal process. The withdrawal process begins with the family completing the Notice of Withdrawal form, and must be received by May 1, 2022, otherwise families will be bound by the agreement terms.
3. Up-to-date immunization records

A pattern of low grades, poor work habits, poor conduct, excessive absenteeism or tardiness, or the parents' failure to meet financial obligations may jeopardize a student's continued enrollment. Entrance into the next grade level will be based on the classroom performance of the student, observations of the teacher and other school personnel, and appropriate testing, but will be within the full discretion of the LCS administration.

Payment Policies and Obligations

Enrollment agreements are **continuous**. As a nonprofit institution, the overhead expenses of the school do not diminish with the departure of some students during the course of the school year. If a student withdraws, is absent, or is involuntarily separated by a parent for any reason after May 1 of the subsequent school year, including but not limited to, change of residence, health, academics, or other reason, there will be no refund or reduction of fees or tuition, and any unpaid balance may, at the school's discretion, become immediately due and payable. There will be no exceptions or appeals to these termination policies.

Tuition and fees are to be paid as agreed in the Enrollment Agreement, Financial Worksheet, or other activity fee document on the deadlines stated therein. If an account is delinquent by 30 days, the account is considered past due. If an account is 30 days past due, a student may be prohibited from continuing to attend classes until tuition and fees are paid in full. LCS reserves the right to permanently withdraw a student if more than one payment is not made in a timely manner.

Student records such as grades, testing results, transcripts, report cards, diplomas, etc., may be withheld for any past due account until the past due account is rendered current or paid in full.

Payment in full for tuition and fees may be made directly to LCS or by utilizing the Tuition Management system. For all checks written to LCS, a \$25 service fee will be charged for any insufficient checks returned, and only a cashier's check or money order will be accepted for payment of insufficient amounts and service fee.

Parents wishing to pay tuition and fees in semiannual or monthly installments must utilize and make payments through the Tuition Management system or an additional \$50.00 monthly fee per student will be charged.

Additional information regarding ~~Smart~~-Tuition Management is available at <https://parent.smarttuition.com> and will be provided to parents prior to the tuition and fee deadline. Parents remain fully responsible to LCS for all tuition and fees regardless of the payment method.

Any transportation expenses, activity fees, or other special fees and charges not included in the fees quoted on the Financial Worksheet and/or Tuition and Fee Schedule must be paid separately to LCS for such activities in which the student participates.

All students participate in the school's mandatory lunch program, and parents will be responsible for the Annual Lunch Fee.

A student's place on a class list will be confirmed only if the family's account is current, the Registration Fee is paid, and the Enrollment Agreement is signed by both parents and/or guardians and accepted by LCS.

Under no circumstances will any tuition or fee payments made for one student be transferred to another student.

Change of Personal Information

Any change of address, phone number, or email address, including employment or emergency information, should be reported immediately by using the school website, www.LibertyChristian.com. Log in to myLiberty with your user ID and password, then choose "Profile" from the drop-down menu below your name. You may then update your contact card and the cards for any of your family relationships. If you are unable to log in, please contact the Technology Department at 940-294-2060.

Complaint Procedure

1. When a situation arises, contact your child's teacher to begin the communication process. Attempt to solve the problem at the teacher-level. Give the staff the benefit of the doubt. Realize that the child's reporting may be emotionally biased and may reflect only one side of the story.
2. If the situation cannot be resolved at the teacher level, contact the school (PS/MS/US) administration and call us concerning the situation. We will investigate the situation and may ask to hold a meeting between the student and parents, as necessary.
3. We ask that you pray for the teachers and staff. Support them with your love and praise. The teachers and staff are dedicated to training your children in the way they should go, resulting in upright character and behavior. Realize that we have reasons for all rules, and we endeavor to enforce them as consistently and fairly as possible. Please do not criticize the school in front of your children, as this criticism will reduce their respect for authority in general, resulting in less willingness to obey and cooperate.

Handling a Problem

- Express it promptly to avoid ill feelings and friction that would hinder you as a Christian. Jesus says that you cannot properly worship or serve God if there is a disagreement between you and another (Matthew 5:23–24).
- Tell it to the right person, which is the other person(s) directly involved. See the appropriate administrator if you cannot reach a satisfactory agreement with the other person(s) directly involved.

Conduct and Standards of Behavior

The goal of our discipline standard is that students will mature, becoming less dependent on rules to govern behavior and more dependent on a personal, internal ability to do what is God-pleasing and right.

Warrior Code

“I am a Warrior. I love God’s Word and His voice in my life. I give my best in everything I do because Jesus gave His best for me. I am a Warrior.”

Article I:	A student will not knowingly make any false statements, written or spoken.
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Article II:	A student will not impart or receive any unauthorized assistance, either outside or inside a classroom or place of instruction, which would tend to give any student an unfair advantage.
Article III:	A student will not use evasive statements or technicalities to shield guilt or defeat the ends of justice.

The foundation of the Liberty Christian Warrior Code is God's Word. The Warrior Code represents guidelines for behavior to promote growth in Christ. The code is a minimum standard expected for all students, while the "spirit" of the code exceeds this minimum by fostering the highest standards of ethical behavior. Your presence as a student at Liberty indicates that you agree with and will abide by the Liberty Christian Warrior Code.

Standards of Behavior

As Liberty Christian School bears the name of Christ and is dedicated to His honor and glory, it is important that we represent our school with behavior and attitudes that please Him and further the cause of His kingdom. The rules and standards set forth in this section apply to conduct whether on or off school premises.

To ensure a clear understanding of what is expected of Liberty Christian School students, the following specific rules have been established:

1. Students will abide by the Liberty Christian Warrior Code, Statement of Faith, and Lifestyle Statement.
2. Students will not participate in harassing, bullying, cyberbullying, fighting, or causing misery for other students.
3. According to Ephesians 4:29, students will strive to speak wholesome and edifying words at all times. Cursing and other vulgar or inappropriate language will warrant disciplinary action.
4. Students will not chew gum on the campus during school hours to help maintain the cleanliness and appearance of our facilities.
5. Students will refrain from public display of affection anywhere on the school grounds or in vehicles used for school activities. This policy includes holding hands, putting arms around one another, etc.
6. Inappropriate magazines, books, pictures, or other inappropriate materials including knives or other weapons will not be permitted on the campus, on a school bus, in cars being used for school functions, or at any school-sponsored activity.
7. Courtesy is a must. Running and yelling are not allowed in the building. Students are expected to be courteous to fellow students, teachers, staff, and visitors.
8. Possession, use, sale, or distribution of alcohol or tobacco in any form on campus or in connection with a school-related activity is strictly forbidden and may result in expulsion.

9. Possession, use, sale or distribution of alcohol or tobacco (including e-cigs/vaping) in any form on campus or in connection with a school-related activity is strictly forbidden and may result in expulsion.
10. Possession, use, sale, or distribution of any unlawful or prescribed narcotic, dangerous drug, controlled substance, e-cigs, or any illegal or threatening device such as fireworks is strictly forbidden and may result in expulsion.
11. Students will show respect for and not defy the authority of the administration, faculty, and staff. Students will address adults with “sir” and “ma’am.”
12. Students will treat school property and personal property of others with respect and care. Any damage brought to the buildings, grounds, textbooks and classroom supplies, or furnishings of LCS must be repaired and/or replaced at the expense of those causing the damage. Students will be subject to disciplinary action if they willfully or negligently bring harm to school property.
13. Extenuating legal issues could result in temporary dismissal or suspension until matters are resolved.
14. Students will abide by the driving and parking rules. *Students will have a parking sticker attached to their front windshield within the first two weeks of the school year or within two weeks of receiving their drivers license.*
15. Actions or attitudes should not conflict with or contradict the spiritual or behavioral guidelines of LCS.

The conduct of a Liberty student should be exemplary both on and off campus. The reputation and good name of the school and, more importantly, of the Lord Jesus Christ, should be considered at all times. Our testimony at home, school, and play is important. As a Christian school, we desire that our students maintain a Christian testimony at all times, which includes dressing modestly at Liberty functions, on or off campus. These guidelines are addressed further under the dress code section.

The handbook does not and cannot define all types and aspects of student behavior; however, the administration has the responsibility to set forth general policies, rules, and regulations to help each student function well at Liberty. In addition, teachers and coaches within the classroom or pertinent activity may establish additional rules and regulations that are consistent with those established by the administration.

Students not conforming to Liberty's standards will be seen by the principal or vice principal for consultation. Appropriate disciplinary action, which may include expulsion, will be given at their discretion.

“It is by his deeds that a lad distinguishes himself, if his conduct is pure and right.”
Proverbs 20:11

Required Policies

Animal Policy

Due to concerns about the health, safety, and welfare of people in the school community, no animals are allowed on school property or at school-related events without the express written permission of the president and facilities manager. This policy means that animals may not be brought onto school property for any reason (even if the animal remains in a vehicle or on a leash), including drop off, pick up, parties, games, and activities, and may not be brought to school-related events on or off campus.

Criminal Activities

A student engaging in conduct that is defined under law as a serious misdemeanor or felony (whether charged by law enforcement or not) is grounds for expulsion. Violations of law that occur off-campus during the school day will be subject to review under school rules. Violations of law that occur after the school day may also be subject to review under school rules.

For offenses that occur at the end of the school year, the school may require punishments to be served during the summer. Transcripts and other reports pertaining to the student's academic standing will be withheld until the completion of the assigned punishment. All decisions involving suspension or expulsion are subject to the final approval of the Head of School and the division head.

Non-Discriminatory Policy

It is the policy of Liberty Christian School to maintain a school environment free from unlawful discrimination and to conduct its educational practices, admissions programs, financial aid policies, and other school-sponsored programs on the basis of an individual's qualifications and abilities without regard to race, color, sex, age, national origin, citizenship status, disability, or any other protected characteristic as established by federal, state, and local law, unless a particular status protected by such law contradicts the deeply held religious convictions of Liberty Christian School.

Drug-Free School Requirements

No student shall manufacture, distribute, dispense, possess, use, or be under the influence of any of the following substances on school premises or at off-campus school-related activities, functions, or events:

- Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, synthetic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
- Alcohol or any alcoholic beverage.
- Any glue, aerosol paint, or any other chemical substance that could be abused by inhalation.
- Any other intoxicant, or mood-changing, mind-altering, or behavior-altering drugs.

A student need not be legally intoxicated to be considered “under the influence” of a controlled substance. Students who violate this prohibition are subject to expulsion and may be referred to appropriate law enforcement officials for prosecution.

Student Protection Plan

Purpose of Student Protection Plan

Liberty Christian School is committed to the safety of all students. Our comprehensive safety plan provides all members of our school community with clear guidance in relation to how we aim to fulfill our responsibilities to keep students safe - this covers staff screening, abuse prevention, weather safety, medical care, campus safety and more. Our goal is for every parent to feel confident with their child’s safety at Liberty Christian.

Parent Reporting Process

Parents may report concerns of student safety to the Upper School Principals. The Principal will initiate the next step of the process, and if warranted, notify the Student Protection Plan Team. Examples of reportable concerns: self harm, suicidal ideation, intent to harm others, etc.

Student Reporting Process

Students may report concerns of student safety to any staff member. Liberty Christian staff are trained to report concerns according to the Student Protection Plan.

Drugs and Alcohol

General

Students are prohibited from possessing, using, selling, or purchasing any alcoholic beverages, nicotine devices/electronic cigarettes, or other mind-altering substances (including synthetic salts or other substances) on or near school property or at school-related activities.

Off-premises possession, use, sale, or purchase of mind-altering substances and off-premise alcohol abuse is also prohibited.

Testing

Mandatory random drug testing is conducted throughout the year. Should a student test positive and is still enrolled at Liberty, the student will be required to test during each random time at the parent's expense throughout the student's time at Liberty.

In addition, students may be required to submit to urinalysis drug screens, hair follicle drug tests, blood alcohol tests, breathalyzer tests, and medical examinations under the following circumstances: (a) when a student is suspected of attending school or school-related activities with intoxicants or mind-altering substances in his or her system; (b) when a student suffers an injury or is involved in an accident while at school; (c) on a periodic or random basis, including but not limited to, in connection with the student's participation in extracurricular activities; or (d) when a student is placed under disciplinary contract and such screenings or examinations are terms of the contract. The presence of any alcohol, other intoxicants, or mind-altering substances in the body is a violation of this policy. Refusal of a student (by the student or the student's parent) to undergo testing or to cooperate fully with any of these tests (including signing consent forms or providing testing results promptly to the school) is also a violation of the school policy and will result in expulsion.

This policy does not prohibit the proper use of medication under the direction of a physician. However, the misuse or abuse of such drugs is prohibited. At the time of a drug test administered under this policy, students have the option of disclosing any prescription or non-prescription drugs they are taking that may affect or be detected by the drug test. All medications to be taken during the school day are to be kept in the Nurses Office.

Sexual Harassment

All students are expected to treat one another courteously with respect for the other person's feelings, avoid any behaviors known to be offensive, and stop these behaviors when asked or told to stop. All students and teachers are prohibited from engaging in offensive verbal or physical conduct of a sexual nature.

A student and/or parents are encouraged to discuss any questions or concerns about sexual harassment with the principal.

Students who believe they have been or are being subjected to any form of sexual harassment by a teacher or another student as defined above shall bring the matter to the attention of the principal. However, no procedure shall require the student alleging such harassment to present the matter to the person who is the subject of the complaint.

Hazing

Although students are encouraged to participate in school-related athletics, clubs, associations, organizations and other groups, they are prohibited from all forms of hazing. Hazing refers to any activity expected of a student to join or to continue membership or participation in any group where the activity produces or could be expected to produce mental, emotional, or physical discomfort; humiliation; embarrassment; harassment; or ridicule to the student, regardless of the student's willingness to participate. Hazing activities include, but are not limited to, acts of personal servitude (i.e., forced labor or service); sleep deprivation; restrictions on personal hygiene; yelling; swearing; insulting or demeaning verbal abuse; being forced to wear embarrassing or humiliating attire; consumption of vile or other nonfood substances; consumption of alcohol; smearing of skin with vile substances; brandings; writing or marking on one's skin or clothes; physical beatings; paddling or other physical abuse; performing sexual simulation or sexual acts; stunts or dares that could result in physical injury or harm to a person's mental, emotional, or social well-being; any act in violation of the law or school policy; and any other activity that could fall within the definition of hazing. If parents think a particular activity could possibly be hazing, then it probably is. If the parents are unsure, then they need to contact their child's principal or supervisor and ask.

A student violates this policy whenever he or she engages, assists, or attempts to engage or assist in the planning or committing of any hazing activity, whether on or off school property. Each student is also responsible for immediately reporting any hazing activity or plans for any hazing activity to your child's principal. The failure to make such a report is also a violation of this policy.

Ministry Safe Training

All Liberty employees, including full-time employees, part-time employees, and substitute teachers, are required to complete Ministry Safe training that educates in matters pertaining to sexual harassment and abuse.

Harassment and Bullying Policy

Liberty prohibits any type of bullying or harassment-type activity among our students. Liberty is dedicated to fostering an environment that promotes kindness and acceptance, and embraces differences among individuals.

Any repeated, unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance is considered bullying and will not be tolerated at Liberty under any circumstances. The school also prohibits cyber-bullying (creating websites, instant messaging, and emails, or using camera phones or other forms of technology to engage in harassment or bullying).

Similarly, any slurs, jokes, and other verbal, graphic, or offensive conduct relating to race, religion, color, sex, sexual orientation, national origin, citizenship, or disability is considered harassment and will not be tolerated at Liberty under any circumstances.

All students are required to immediately report any actual or suspected bullying or harassment activity among the students to the administration. The failure to make such a report could result in disciplinary action in accordance with the school's disciplinary procedures. In the event of a potential act of retaliation, and to maximize student safety, school administration reserves the right to modify consequences or discipline based upon the evidence presented in the report.

When the school administration and counselor become aware of any actual or planned bullying or harassment activity, the situation will be promptly investigated. No adverse action will be taken against any person who makes a good faith report of hazing or suspected hazing activity. Bullying will be dealt with swiftly and appropriately, as well as preemptively, through chapels and Bible classes.

Child Abuse Policy

Liberty intends to comply with the provisions of the laws of the State of Texas and the guidelines established by the Texas Department of Family and Protective Services (TDFPS) related to child abuse. Child abuse and neglect are against the law in Texas, and so is the failure to report suspected abuse or neglect.

It is the responsibility of all Liberty personnel (which includes, but is not limited to, teachers, administrators, employees, and others providing or performing services at Liberty, whether volunteer or paid) to protect the health and safety of students. Abuse of a child, whether through neglect or physical, emotional, verbal, sexual, or other actions, can cause physical and mental harm to that child, and therefore will not be tolerated in any manner at Liberty. The safety and well-being of children are serious concerns for educators and schools. Liberty's policy is that all employees share the responsibility of the prevention and reporting of suspected child abuse, sexual molestation, and any other conduct that affects the health and safety of students. Because the faculty and staff of Liberty Christian School love children and desire to protect them, administrators require all employees to complete five important safety steps before and during employment. Those safety steps are outlined in detail in the Liberty Personnel Policy Handbook. All Liberty personnel, including teachers, should review the Child Safety Section of the Personnel Policy Handbook to understand the five important safety steps they must complete, as well as definitions of child abuse and neglect, reporting requirements, and guidelines for prevention.

Any employee suspecting child abuse or neglect is expected to use the following procedure to report the child abuse and/or neglect:

- Do not confront the suspected abuser or molester.
- Report the details to the school counselor, including notes of the following:
 - All incidents and observations, including dates and times.
 - Any information you have about the relationship between the child and the suspected abuser.
 - Pertinent information that TDFPS will need for its investigation:
 - Name, age, and address of the child
 - Current injuries, medical problems, or behavioral problems
 - Parents' names and names of siblings at home
 - Maintain confidentiality: Information about suspected child abuse is only to be given out or discussed on a need-to-know basis and is not to be shared with fellow employees, parents, students, or anyone outside the school other than law enforcement.
 - **Make a report to TDFPS or local law enforcement, and let them investigate.**

Anyone who suspects a child has been abused or neglected is required to report it to TDFPS as soon as possible, but **no later than 48 hours**. According to state law, you may **not** delegate this task or rely on another person to make this report. Therefore, your report to the school counselor does **not** excuse you from the requirement to make a report to TDFPS. The report can be made using the Texas Child Abuse and Neglect Hotline (1-800-252-5400) or online at www.dfps.state.tx.us.

Your report to TDFPS is confidential and not subject to public release. The law provides immunity from civil or criminal liability for innocent persons who report even unfounded suspicions, as long as the report is made in good faith. Your identity is kept confidential.

Upon notification that a report of suspected child abuse/neglect has been made against any Liberty personnel, that person may be removed from all contact with children at Liberty and may be suspended from employment or further service pending further investigation with or without pay. The action to be taken will be determined by the President.

The employment or services of any Liberty personnel convicted of, or otherwise found to have committed, an act of child abuse and/or neglect will be terminated immediately.

Liberty and all Liberty personnel must fully cooperate with all appropriate authorities and agencies in the investigation of any incident of suspected or alleged child abuse and/or neglect.

Depending on the circumstances, LCS may not be able to communicate with parents about the report until authorized to do so by the authorities. LCS asks for your understanding as we do our best to protect the children under our care.

Investigations

Students are expected to cooperate in investigations. Students are expected to be honest, but honesty is not necessarily a mitigating factor, and students' own statements may be used against them. Failure to cooperate with an investigation may be cause for disciplinary action or dismissal. If an investigation is of significant nature, parents will be notified by school administration.

If a student refuses to participate or cooperate at any stage of an investigation, or is unable to do so for whatever reason, including, without limitation, pending criminal charges, the school reserves the right to take action, including proceeding without a statement from the student or to require the student to withdraw from school.

Off-Campus Behaviors

The school does not wish to unnecessarily involve itself in a student's off-campus behaviors. However, the school's rules and regulations apply at all times to a student who is enrolled in school. In addition, the school reserves the right to take action to the extent that off-campus behaviors impact the individual's ability to continue at school or impact other students' or employees' ability to be comfortable at school. We expect students to avoid all types of behaviors, including behaviors that may be harmful to one's body, self-esteem, or health. As examples, off-campus internet activity; criminal activity; sexual activity; use of drugs, alcohol, or tobacco; or remaining in a situation where these are known to be present may result in a student receiving disciplinary action, up to and including dismissal from school.

Weapons and Threats

Liberty takes all threats seriously, even when students make comments in jest, on the internet, by text, or away from, toward, or about another student, employee, or the school. Students are prohibited from bringing any type of weapon, e.g. knives, guns, fireworks, etc., to school or to a school-sponsored event. Any such items may be confiscated and if appropriate, turned over to law enforcement. Any pictorial depictions of weapons or verbal or written comments that the administration determines in its discretion appear to be threatening in nature will result in disciplinary consequences.

Inspection Policy

Situations may arise where Liberty authorities find it imperative to search areas to ensure safety and security of students, teachers, and others, or to determine if a violation of the school's rules, standards, and/or local and state law has occurred. Random or routine searches, without cause, may also be conducted. The school reserves the right to inspect and conduct a search of any place or item on the school campus or at a school-related event including, but not limited to, a

student's locker, book bag, backpack, purse, lunch bag, vehicle, computer, or personal electronic devices. Students must provide any passwords or other access required to inspect such places or items upon request by a school administrator. Inspection of electronic devices includes laptops, phones, cameras, and any other electronics, including the contents of same (texts, emails, photos, images, address books, etc., whether such message or information was sent over the school's system or any personal account such as Gmail, Snapchat, etc.). In addition, all students may be required to empty their pockets when requested by Liberty personnel.

Liberty may install closed circuit television in the school's public areas to monitor school areas for evidence of theft and violation of school rules. Liberty is not responsible for any lost or stolen items. Students are requested to leave valuables at home, and under no circumstances should they leave them in unattended bags. Further, the school has the right to seize and permanently retain property disclosed by an inspection or search that is considered potentially harmful, dangerous, illegal, or inappropriate, or the possession of which is a violation of the school's rules, community standards, and/or local, state, or federal law.

The school reserves the right to allow trained canine drug/weapon units to search the school campus on a random basis or as needed.

Chaperone Guidelines for Faculty, Staff, and Parent Volunteers

A form containing the following guidelines must be read and signed by all faculty, staff, and parent volunteers who have agreed to chaperone a Liberty Christian School event on or off campus.

- The chaperone must be a faculty or staff member of the school or a parent volunteer who has been approved through the Business Office.
- All chaperones must be at least 21 years of age.
- All chaperones must fill out an application form and return it to the appropriate school office or trip leader with a signature to allow for a background check and the acknowledgment that the volunteer/chaperone has read the guidelines and understands his or her chaperone responsibilities.
- The principal must approve all field trips and chaperones.
- A field trip supervisor will be assigned to the chaperones and will arrange a meeting in advance of departure to discuss the chaperones' assignments and regulations.
- Chaperones must abide by all of the school's policies and procedures, including but not limited to rules on drug and alcohol use, student confidentiality, safety, adult/student

boundaries, reporting, and harassment policies. Chaperones must insist that students comply with conduct guidelines as outlined in the Student/Parent Handbook and/or in the guidelines for school trips.

- Chaperones are expected to be familiar with the Student Conduct and Standards of Behavior and shall report all suspected violations to the field trip supervisor immediately.
- Chaperones should reasonably be available and visible at all times during events, take part in enforcing the rules, and take control of any situation needing handling. Proper supervision requires that chaperones be especially attentive to the students' safety.
- The level of supervision of students while on a field trip is no less than the level of supervision of students required when students are on campus, participating in class, or participating in other school-related activities. Chaperones should ensure that they are within hearing or eyesight of the students at all times.
- Chaperones will work cooperatively with other school personnel to meet the needs of students with special needs.
- Chaperones are expected to exhibit model behavior and ethical conduct at all times, including use of language, computers, texts, and other forms of communications. Chaperones should encourage a positive attitude and respect for others.
- Any student misbehavior on a school-sponsored trip should be reported to the field trip supervisor immediately.
- Chaperones serve as role models for students and are expected to use good judgment and common sense at all times.
- Chaperones may not impose, administer, or enforce student discipline. When concerns about disciplining students occur, these concerns should be addressed to the field trip supervisor.
- Chaperones must actively supervise and keep an accurate check on students assigned to them. Typically, one chaperone will be assigned to 10 students. For minor behavior issues with students, chaperones are free to speak to the individual student so that he or she is in compliance with the school behavioral guidelines. If the chaperone does not feel comfortable speaking to the student(s), the chaperone is to advise the field trip supervisor of the situation so that the incident may be addressed. Chaperones must report any inappropriate or unusual comments or statements from students to the field trip supervisor.
- Only school-designated chaperones or the school nurse may dispense medications.

- Chaperones are required to report any student illness to the field trip supervisor immediately.
- Medical release waivers for each student shall be carried on all field trips. In case of an accident, the medical release waivers shall be presented to the treating physician. A student's permission slip shall be attached to the student injury incident report that is required with an accident.
- Chaperones will not be permitted to bring other persons on field trips.
- Chaperones must wear appropriate clothing at all times.
- Overnight chaperones must assume a 24-hour per day responsibility for students from the time they leave until the time they return.
- Chaperones should keep an accurate check on the students assigned to them at all times.
- At no time may chaperones make personal plans except with the consent of the principal or field trip supervisor.
- Gender of the group members shall be considered when assigning chaperones and floor assignments.
- No chaperone shall stay in a room alone with a student.
- Only same gender students shall share a room. Additionally, under no circumstances should students of the opposite sex visit each other's hotel rooms.
- Overnight chaperones may not retire until all students are in their rooms, all visiting between rooms has stopped, and chaperones are reasonably certain that the students are secure.
- Chaperones are responsible for ensuring that all rooms have been checked before leaving hotels and motels so that damages, if any, can be assessed immediately.
- On occasion, chaperones may be required to ride the transportation provided by the school for the students. Chaperones who drive vehicles are expected to observe all traffic laws and regulations. All passengers must wear seat belts in the vehicles, which are so equipped.

- Use of a privately-owned vehicle to transport students is prohibited, except in the case of a bona fide emergency. Determination of the existence of a bona fide emergency will be made by the principal or field trip supervisor if the principal is not present. Chaperones who use their own vehicles risk being legally liable for any injury a student sustains while in the vehicle.
- If a chaperone becomes ill or unable to chaperone for good reason, the chaperone must advise the field trip supervisor as far in advance as possible. Chaperones who will be late or absent are expected to call the field trip supervisor as soon as possible so that other arrangements can be made.
- The school may reimburse chaperones for approved expenses incurred in providing field trip services. Prior approval by the school principal is required for expenses a chaperone may seek to have reimbursed.
- The field trip supervisor and principal are authorized to use their discretion to terminate the services of a chaperone at any time, if they determine it is in the best interests of the school.
- The president may determine that a chaperone's behavior on a trip is in violation of these guidelines, which may warrant restrictions placed on a volunteer chaperone, termination of a family's enrollment, and/or discipline/termination of an employee.
- Falsification or omission on the application form may constitute grounds for dismissal of chaperone services (for employees) and may include disciplinary action, up to and including termination of employment.

Child Safety from Sexual Offenders and Predators

According to the National Center for Missing and Exploited Children (NCMEC), sexual perpetrators are commonly people the parents/guardians or children know, and these people may be in a position of trust or responsibility to a child and family.

Because of our concern for student safety, all employees, and those parents who volunteer for overnight field trips, are screened through the school's criminal background process.

To keep their children safer, parents should talk openly to their children about safety issues. Parents should know their children's friends and be clear with their children about the places and homes that their children visit. Children should be taught that they have the right to say no to any unwelcome, uncomfortable, or confusing touching or actions by others and to get out of those situations as quickly as possible.

Parents should regularly visit the public registry to check out individuals for prior criminal records and sex offenses. Information concerning registered sex offenders and predators in Texas may be obtained by visiting <https://records.txdps.state.tx.us/sexoffender/>, which is the Texas Department of Public Safety sex offender registry database. The Texas Department of Public Safety has also created a notification system that allows the public to subscribe to email notifications regarding database changes related to registered sex offenders. See the website above for more information. To view a map of registered sex offenders living within a five-mile radius of any given address, parents should visit <https://records.txdps.state.tx.us/SexOffenderRegistry/search>.

Reporting Disciplinary Matters to Colleges/Universities or Other Schools

If requested on the original application, students and parents are responsible for immediately reporting to colleges and other schools to which the student may be transferring (1) disciplinary matters for which a consequence has been given; and (2) circumstances under which a student was withdrawn from school to avoid the possibility of a disciplinary infraction. The student and/or parent must also provide the school with a copy of the letter or other information disclosed. It is important for the student and parent to realize that the school and/or the student's college counselor will also inform the school/college of such an incident.

When a disciplinary action (or withdrawal) has occurred after the college or school transfer application has been sent, the same process must be followed. In other words, if the original application asked for information on disciplinary infractions, the student should update the information if it later changes and provide the school with a copy of the updated letter. Similarly, the school will update the information to the college or school. This reporting must take place in letter form to the college or school within 10 days after the consequence has been imposed or the withdrawal has occurred.

Posters and Announcements

All posters must be approved at the school office before they are displayed at school. Students who wish to put up a poster should bring it to the office first. General announcements are made in the morning over the intercom. Club or class announcements must be signed by an advisor or a principal. Any announcement originating from a student must be cleared by administration.

Fundraising

No class, individual, or organization is to begin any money raising activity without permission from Liberty. No class, individual, or organization may request money from any other class, individual, or organization within or outside Liberty without permission from the Liberty

Advancement Office. All extracurricular organizations should strive to be self-sufficient, raising money through approved concessions and approved service-type projects.

Photographs and Video Images

Liberty is authorized to use and publish video and/or photographs of students and/or parents/guardians, which may be included in any editorial, trade, advertising, or other medium at the sole discretion of Liberty without restriction, limitation, or specific prior consent. These video or photographic images may be published on the internet.

Parent and Visitor Driving and Parking

- The speed limit on campus is a maximum of 15 mph.
- Cell phone usage is not allowed while driving on campus.
- Parents and visitors may park in any designated visitor space in the front two parking lots and the front circle parallel spaces.
- During school hours, parents and visitors should not park in any numbered spaces anywhere on campus, as those are assigned to students and staff.
- Designated parking lot for Primary School Pre-K and Bridge parents to drop-off and pick-up is the lot just north of the Primary School Pre-K and Bridge entrance.
- No one may park in fire lanes. The fire lanes are there to ensure that emergency vehicles are able to reach a person in distress or another crisis situation. The city requires the school to strictly enforce this rule. The Argyle Police Department will issue tickets to violators.
- Parents, students, and visitors are not allowed to use the south entrance.
- Any person or vehicle is subject to search while on school property by LCS Administration, LCS Security Staff, or the Argyle Police Department.
- All areas may be under surveillance.
- Pylons and signs are not to be crossed when in position. They are in position to say, “Stop – the parking lot is full,” or “Do not enter this area.”

All drivers should not cut through the parking lot belonging to Cross Timbers Community Church.

See Upper School and Middle School Policies for Drop-Off/Pick-Up Procedures.

See Primary School Policies for Arrival/Dismissal Procedures.

PTF – Partners Through Faith / Volunteers

At Liberty, all parents, grandparents, faculty, staff, and alumni are considered members of PTF – “Partners Through Faith.” The PTF mission is to serve students, staff, and parents by promoting

fellowship and volunteerism. PTF strives to build strong partnerships to support Liberty families and serve the Liberty community. PTF sponsors many activities, such as staff appreciation days, new parent events, used uniform sales, holiday decorating, workroom activities, and more.

Liberty encourages every parent to volunteer and make a difference in the LCS community. The volunteer opportunities promote interaction among parents, faculty, staff, and students. To learn about more ways to get involved, please visit www.LibertyChristian.com or the Events Associate at 940-294-2155.

In compliance with school policy and insurance recommendations, LCS will conduct confidential background checks on all volunteers and will require a copy of the volunteer's drivers' license each year. Volunteer applications and criminal history background check forms can be found by going to www.libertychristian.com/volunteers. Please submit the form, along with a copy of your driver's license, to the Events Associate Office located near the cafeteria across from Commons Place.

New Families

New families' integration into the "Liberty Family" is an important part of a new student's experience here at school. PTF hosts events in the fall to assist new families.

PTF is here to assist new families in getting "plugged in" to various activities on campus, in meeting other Liberty families, furthering their knowledge of Liberty, and building relationships with administration and staff. If you have any questions about life at Liberty, please contact Admissions. Please also see the Chaperone Guidelines for Faculty, Staff, and Parent Volunteers.

Tips for Effective Parenting

- Give your children proper parental affection. Put your arms around your kids and tell them often that you love them.
- Make sure your children are not overcommitted to extra activities. Be sure they have adequate time for schoolwork and sleep.
- Spend time with your children. Far more than material things, your children need your undivided attention. Try turning off your TV a few hours in the evening.
- Discipline your children. "Foolishness is bound up in the heart of a child; but the rod of correction shall drive it far from him" (Proverbs 22:15). Proper discipline of your children begins by disciplining your own life.
- Keep promises you make to your children. If you promise a day with your family, keep it. If you promise you will discipline for an infringement of a family rule, keep your promise. Consistency and integrity begin at home.
- Train your children to be accountable for their actions. Arguing on their behalf and defending them serves as a roadblock to their developing accountability.

- Do not criticize those in authority over your child. The attitudes you reflect toward God's servants will be mirrored in your children's attitudes.
- Don't tease your children. Intimidation, sarcasm, or embarrassment of any kind can have a devastating effect on a child's emotional well-being.
- Train your children to be courteous and friendly but very selective when it comes to making close personal friends. Parents are responsible for the total environment of their children.
- Train your children to be accountable for their actions. Teach them the biblical grace of apologizing and seeking forgiveness if they harm or offend another individual. If they lie or steal, require them to make full restitution with God and those against whom they have sinned.
- Train your children to be accountable for their words. Children can be extremely cruel to each other by their words. If left untrained, they may develop an argumentative manner of speaking with teachers, parents, and others, which is a negative pattern that could hinder them all of their lives.
- Show an interest in what your children are learning at school. Discuss with your children the subject material they are studying in the classroom. What your children learn in school is interesting!

“Don't you see that children are God's best gift? The fruit of the womb His generous legacy? Like a warrior's fistful of arrows are the children of a vigorous youth. Oh, how blessed are you parents with your quivers full of children!”

Psalm 127:3–5 (The Message)

Principles and Expectations Relating to the Parent/School Relationship

We have 10 expectations that we believe will help us have a positive and cooperative relationship throughout the entire school year:

1. As a part of our joint role to help students grow and mature, parents are expected to encourage their child to address perceived inequities appropriately and independently, including reporting if necessary.
2. Parents must cut the constant phone ties from their children. Let your children make decisions on their own without the constant need for parental reinforcement. Sometimes they will make a decision that is different from the one you would have encouraged. That's fine too.
3. Students must learn to seek assistance from an adult on campus for academic, athletic, or other assistance. We have staff members available to your child for this purpose.
4. When parents contact the school without the child's knowledge (“John doesn't know I'm calling, but ...”), the school will need to address the issue directly with the student. We cannot promise you that we will maintain confidentiality regarding your phone call. Refer to expectation No. 1.

5. The school will typically investigate issues and question students without the parent's presence, which helps us move quickly to resolve issues.
6. Although your child's issue is important, concerns take time to address. Please be patient, and do not call repeatedly for an update.
7. Please do not ask us to tell you about discipline imposed on other students. We would not disclose discipline of your child to others and expect that you understand the same principle applies to other students.
8. The school will not communicate everything that occurs in the student's daily life to a parent. We have a lot of students under our care (including your child) that we need to ensure are safe, secure, and happy. We expect that you would like our attention to be focused there.
9. Neither the teachers nor the school will provide a daily email, text, or call regarding the student's progress or difficulties. We will communicate with you through appropriate school channels if we believe there is a concern that you should address with your child.
10. All communication between the parents and any person at the school must be professional, cooperative, and appropriate. If we cannot have this type of relationship, this school may not be the right one for your child.

Parent/Family Cooperation

As stated elsewhere, the school believes that a positive and constructive working relationship between the school and parent is essential to the fulfillment of the school's educational purpose and responsibility to its students. If the parent's or other family member's behavior, communication, or interaction on or off campus (including during school-sponsored events) is disruptive, intimidating, or overly aggressive, or reflects a loss of confidence or serious disagreement with the school's policies, methods of instruction, or discipline, or otherwise seriously interferes with the school's safety procedures, responsibilities, or accomplishment of its educational purpose or program, the school reserves the right to dismiss the family from the community. In addition, the school reserves the right to place restrictions on parents' or other family members' involvement or activity at school, on school property, or at school-related events if the parent or other family member engages in behavior or has a status (such as a criminal conviction) that would reasonably suggest that such restrictions may be appropriate for the community.

Student Accommodation Requests

The school understands that there may be circumstances when a parent may request that the school provide an adjustment or accommodation for a student's medical needs or physical, mental, or learning disability. As the range of requests have grown over the years, the school believes that it is appropriate at this time to outline the school's policy and general guidelines for addressing such requests.

General Policy

Liberty seeks to comply with the Americans with Disabilities Act regarding its students with disabilities. No student shall be denied access to or participation in services, programs, and activities solely on the basis of his/her disability. To accomplish this goal, Liberty shall provide, upon written request, reasonable accommodations for students who have a physical or mental impairment that substantially limits a major life activity. Federal law requires that requests for accommodations for students with disabilities be considered on an individual, case-by-case basis. Liberty will make reasonable adjustments or modifications to its practices, policies, and procedures unless to do so would fundamentally alter the nature of the program or result in an undue burden to Liberty. The parent of a student with a disability who is in need of an accommodation is obligated to provide notice of the nature of the student's disabling condition to Liberty and to assist Liberty in identifying appropriate and effective accommodations. As such, it is the responsibility of the parent to provide information that verifies that the student's condition meets the definition of a disability as defined by applicable laws.

Liberty also asks parents to realize that, given the size of the school and its available resources, it may not be able to provide all requested accommodations. To the extent the parent requests additional support in addition to the reasonable accommodations granted, the school may require the parent to be financially responsible for the additional support.

Request for Accommodation

For any type of accommodation (including administration of medication at school), the parent must contact the school nurse of the need. The School nurse will then advise the parent of the type of medical documentation needed, which generally will state the student's diagnosis, how the condition limits the student, the recommended accommodations, and the length of time that the accommodation(s) will be needed.

Release for Communication with Physician

Sometimes, the documentation received from the physician may raise questions or be unclear as to the recommendations. For that reason, the parent(s) must sign a Release of Information form, permitting the school to contact the medical professional, when necessary. In addition, if there is any cost associated with the physician's cooperation (i.e., to answer a set of questions submitted, etc.), the parent must agree to bear the cost of such process.

Assessment of Request

Once the parent's request and medical documentation has been received by the school, appropriate persons within the administration will meet with the parents to clarify information and discuss whether the school will be able to implement the accommodation requested. In

some cases, if the request is over and above a reasonable accommodation, the parent may be asked to provide (at the parent's cost) any special equipment needed, training for the school's staff, or other associated matters. In addition, the school may advise the parent that the school will allow a particular support, but the full responsibility for doing so will rest with the parent. For example, if the student needs to be tested or have certain types of medicines administered during the day that the school or nurse believes is beyond the scope of the school's responsibility, the school may allow the parent to make arrangements to visit the campus for the purpose of testing and administering.

Limitations of Requests

Please understand that the school is not a medical facility and does not have the personnel, training, or equipment to handle certain types of medical procedures best left to the student, parent, or physician. In addition, the school reserves the right to deny a request for accommodation that it determines is unreasonable or to modify any consent to previously granted accommodation requests based on changed circumstances.

Responsibilities for Implementing Accommodations

Depending on the nature of the request, the school may agree to provide the accommodation directly if such request is deemed a reasonable accommodation, may require the student to provide the accommodation (such as taking prescribed medications with observation by the nurse), or may require that the parent provide all aspects of the support if such support would fundamentally alter the nature of the program or result in an undue burden to Liberty.

Student Information

Liberty makes reasonable efforts to ensure that both natural parents (or legal guardians) receive substantially the same information (transcripts, records, appointments, etc.). Liberty must rely upon the correctness and completeness of parental information when the student is enrolled. In situations of divorced or separated parents, if one parent believes that the other parent is not entitled to receive certain information, the parent wishing to restrict information provided by Liberty must provide Liberty with a court order that is still in effect that specifically restricts the other parent from receiving such information.

Liberty has been authorized to place family information, including name(s), home address(es), email address(es), and telephone numbers of parents/guardians, students, and other children in attendance at the school, in an online directory of students available to school families. This directory is not to be used for commercial use and is not to be distributed to any person or entity.

Domestic Legal Disputes

It is disruptive to Liberty and its operations for a parent/guardian to involve Liberty or any of its personnel in domestic legal disputes between parents/guardians, and Liberty must often incur legal fees and costs associated with such issues. Therefore, the parent/guardian seeking Liberty's involvement in any domestic legal dispute must promptly reimburse Liberty for all expenditures incurred by the school as a result of its involvement in any domestic legal dispute, including but not limited to attorneys' fees and costs. Failure to promptly pay such fees and costs will result in dismissal of the student from Liberty.

Transportation

Liberty offers transportation via bus, school van, or private vehicle operated by approved drivers to all school-related events off-campus if the parent or guardian has signed and submitted a Transportation Waiver and Release form. Parents also have the option to decline their child's transportation to and from school-related events.

Although students and/or parents are permitted to drive themselves and/or their own child to school-related events, parents are not permitted to transport other Liberty students unless they are LCS-approved drivers, and the Liberty student-passengers' parents have submitted signed Transportation Waiver and Release forms.

Students are not permitted to drive other students to school-related events under any circumstances.

Weather Conditions

Weather conditions may cause the school to be closed or alter the regular schedule. When threatening weather occurs, check for the most up-to-date and accurate information on Liberty's website at www.libertychristian.com, as well as Liberty's social media accounts. If you are on the Liberty information email list or text alert system, you will receive weather notices electronically whenever possible. You may also obtain information from the following television stations: Channel 4 (KDFW), Channel 5 (KXAS), Channel 8 (WFAA), and Channel 11 (KTVT).

Wednesday Late Start (Begins August 24, 2022)

Liberty Christian School faculty will participate in weekly professional development each Wednesday throughout the school year. The student start time for Wednesday Late Start will be 9:15 a.m. The Wednesday Late Start program does not impact students in pre-school or Bridge. Students in K-5 can attend before school enrichment activities in the Primary School Gym while MS/US may participate in a supervised study hall period.

Withdrawal from School

If any student withdraws from LCS, the parent is financially responsible and obligated to pay the full annual tuition amount as per the Enrollment and Parent Agreement. If a child withdraws from school, the parents should notify the registrar who will then notify the student's principal and the Business Office. It takes a minimum of three full working days to process a withdrawal; therefore, it is essential that parents make their request prior to the date of withdrawal. The registrar has a checklist for withdrawal that ensures all necessary departments are consulted before a withdrawal is complete.

Youth Sports

Liberty Youth Athletics (LYA) is under the direction of the Athletic Department. It sees the Primary and Middle School programs as a vital way to prepare students for varsity sports. The Athletic Department will incrementally add sports that will come under the LYA umbrella.

Medical Guidelines

The LCS Nurses Office is a support service designed to assist parents, students, and faculty in the management of student health needs during regular school hours. The office strives to provide care that is as unobtrusive as possible to maximize students' time in class. The Nurses Office is open from 8:15 a.m. to 4 p.m. each day. The office closes early on early release days.

Between 8:15 and 9 a.m., the Nurses Office is open but limits student visits to accidents occurring at school, illness of a serious nature, and teacher discretion for special situations. This schedule allows the nurses administrative time. Students should not be sent to school ill as outlined below, and therefore, should not need medical services first thing in the morning except as mentioned above. The Nurses Office encourages and initiates open communication between the school and parents to help further meet the health needs of students while maximizing their school day. The Nurses Office is not to be used for student illnesses and accidents that occur outside of school hours. These situations need to be attended to by the student's physician.

Parents must inform nurses, teachers, trainers, and coaches of any severe medical conditions that could affect the students' participation in any school or athletic events.

Exclusion from School for Health Reasons

Students with a temperature of 100° F or greater will not be allowed to attend school. Students should stay home until fever-free for 24 hours without the use of a fever suppressing medication. All students who become ill while at school must go through the Nurses Office to have a parent called and leave campus. If your children contact you to come get them, please advise them to go to the Nurses Office.

To decrease the spread of communicable illnesses, students with certain symptoms or diagnosed diseases will not be allowed to come to school while they are contagious. Please contact the Nurses Office if you are not sure whether or not your child should return to school. Liberty Christian School utilizes recommendations from the Texas Department of State Health Services (DSHS) and the Texas Administrative Code to determine these guidelines and exclusion criteria.

Nausea/Vomiting

In most cases, students who vomit two or more times in 24 hours should not attend school. They should stay home until they are without vomiting for 24 hours. However, there are many reasons a child may vomit. All students who vomit at school will be evaluated by the school nurse. The judgment of the school nurse will be utilized to determine if the cause may be infectious and the need to send home and/or allow readmission.

Diarrhea

Students with frequent loose stools (three or more episodes in 24 hours) should not attend school until diarrhea free for 24 hours without diarrhea suppressing medication. The judgment of the school nurse will be utilized to determine if the cause may be infectious and the need to send home and/or allow readmission.

Other Common Illnesses

Pinkeye (conjunctivitis): Students with pink or red sclera will be evaluated by a school nurse. If conjunctivitis is suspected, the student will be sent home until a doctor provides a note clearing the student to return to school or until the student is symptom free.

Flu, strep throat, chicken pox and mononucleosis are examples of illnesses that need to be reported to the Nurses Office. When returning to school, all physician return-to-school notes should be given to the Nurses office to be scanned into the student's medical chart.

Medical Health Portal

Liberty Christian School has chosen the SNAP Health Portal to better connect you with your child's health and wellness information on any device – anytime, anywhere. Because we require this health information to be in a secure environment, each parent has a unique username and password. Once logged in, you will be able to access the portal and enjoy its benefits:

- Send/receive encrypted, secure communications to and from your school nurse
- Update your child's health information, including allergies and medical conditions

To access your account, visit the SNAP Health Portal at www.studentehr.com, and enter your SNAP assigned username and password.

Immunizations

Texas law requires that all children and students entering, attending, or enrolling in and/or transferring to a public or private primary or secondary school be vaccinated in accordance with the immunization schedule determined by the Texas Department of State Health Services. Exclusions from compliance with the state's immunization requirements are allowable on an individual basis for medical contraindications and reasons of conscience, including a religious belief.

Medical Exemption

The parents or legal guardians must present an exemption statement to the Liberty Christian School Nurses Office. It must be dated and signed by a physician (M.D. or D.O.), properly licensed and in good standing in any state in the United States who has examined the child or student. The statement must state, in the physician's opinion, that the vaccine required is medically contraindicated or poses a significant risk to the health and well-being of the child or student or any member of the child's or student's household. Unless it is written in the statement that a lifelong condition exists, the exemption statement is valid for only one year from the date signed by the physician.

Conscience or Religious Exemption

The child's parent or legal guardian must present a completed original affidavit to Liberty Christian School Nurses Office. The affidavit will be valid for a two-year period from the date of notarization. A student who has not received the required immunizations for reasons of conscience, including religious beliefs, may be excluded from school in times of emergency or epidemic declared by the commissioner of the Texas Department of State Health Services or at the discretion of Liberty Christian School.

International students shall provide or have on file a certification of screening for tuberculosis (Quantiferon Gold blood test). This test must be performed after arriving in the United States. . The test must show no disease. If the student has tested positive for TB, documentation of treatment and a statement of admissibility from the Health Department must be provided prior to the student beginning classes.

Parents are required to have their child's medical records/immunizations on file and up to date by the beginning of each school year. Students whose records remain missing or incomplete 30 days after the start of school will not be allowed to continue attending classes until the requirement is met. To verify that your child's immunization records are current, please contact your child's physician.

Medications

All medication for Pre-K–12th grade students is to be kept in the Nurses Office. Schools will not administer medications. Any request for medication to be given during the school day must be provided to the nurse after completing the online Medication Administration Request Form. As stated on the authorization form, the following procedures and guidelines will apply to all medication administration at school:

1. All prescription medications and sample medications dispensed through a physician's office must be in their original labeled packaging. The label must include the following:

the student's name, the physician's name, the name and strength of the drug, the amount of drug to be given, frequency of administration, and the date the prescription was filled. All prescription medications must be accompanied by a hard copy Medication Administration Request Form signed and dated by the prescribing physician and both parents or guardians requesting this service. This hard copy form must be submitted to the Nurses Office.

2. All nonprescription medications (including cough drops) must be in their original container if provided from home. The online Medication Administration Request Form must be completed with both parents' or guardians' signatures. All non-prescription medications to be administered for longer than 10 days or given more than four times in a month must also have a hard copy Medication Administration Request Form signed and dated by a prescribing physician.
3. All medications will be stored in a locked cabinet and dispensed in the Nurses Office.
4. Students may not be in possession of prescription or non-prescription medications during school hours or at school-related activities, on or off campus (excluding emergency medications).
5. All medications to be administered at school must be FDA approved. FDA approved supplements, herbals, and vitamins will not be dispensed by school personnel without a physician's order and completed hard copy Medication Administration Request Form signed by a physician.
6. No narcotics will be dispensed at school.
7. In accordance with the Texas Nurse Practice Act, the school nurse has the responsibility and authority to clarify any medication order with an appropriate licensed practitioner and/or refuse to administer that, in the nurse's judgment, is not in the best interest of the student.
8. Authorization is only valid for the current school year and shall expire at the end of the school year. Medication will be discarded if it is not picked up within 30 calendar days after the period of administering it has expired or the school year has ended, whichever occurs first.
9. The nurse and or any designated school representative may administer the prescribed medication in accordance with this authorization.
10. Both parents and/or legal guardians of the student must sign this authorization before medication is dispensed by the school.

Health Information Sharing

Parents and student agree, as a condition of continued enrollment, to consent to the release of any of the student's health-related information, including information relating to drug treatment, testing, and medical and mental health records, to employees or agents of the school, as determined by the president or his or her designee, to meet the medical or safety needs of the student and the community or the legal responsibilities of the school.

The school will maintain appropriate administrative, technical, and physical safeguards to protect the security of all health-related information within its care or custody. While it is the obligation of the school to safeguard student medical information, we must also balance matters of privacy and confidentiality with safeguarding the interests and well-being of our students and our community. Thus, parents/guardians and students consent to allow employees and agents of the school, who have a need to know, to receive and/or share medical and/or psychological information necessary to serve the best interests of the student and/or community. In the event of a disclosure required by law, every effort will be made to notify the student and/or parents/guardians in advance.

Primary School Policies

Letter to Parents

Dear Parents:

We are delighted to have your child join us in Primary School this year. We are sure you will quickly experience that special feeling of the Liberty family, which makes learning enjoyable and helps new students to quickly find their place!

From the beginning, we make learning fun! The Christ-centered, hands-on curriculum provides songs, games, and many other resources to accomplish this goal. The Bible curriculum, with its puppet shows and music, starts our day in a praising, joyful mood. Special activities, computer labs, learning centers, art, creative movement, super science, and music engage students in learning for a lifetime.

We are pleased to have you here, and we are committed to helping your child grow academically, socially, emotionally, and spiritually. With your support, we will have an outstanding school year!

Sincerely,

Joe Belyeu, Primary School Principal

Pre-K and Bridge Policies

Additional Fees

1. After-School Care: After-care is available for prekindergarten–5th grade until 6 p.m. for a monthly charge. Enrollment is for the entire school year. Payment is made either for the school year or monthly. For occasional use of the program, the daily drop in fee of \$35 will be billed through Smart Tuition. Preschool students who are not picked up by 3:00 p.m. will be sent to after-care at the daily rate. Students not picked up from after-care by 6 p.m. will be charged a late fee of \$3 per minute which will be billed through Smart Tuition. During the last two weeks of school, the daily charge for after-care must be paid on a daily basis.
2. During the year, the child's account may be billed for miscellaneous items such as uncollected library fines, damaged property, unpaid after-care, etc. Any additional charges must be paid by check or cash by the 10th of the following month.

Attendance

- The school will not allow a student to leave with a person other than a parent unless authorized in writing by a parent in advance to do so.
- If you know your child will be absent for a period of time (i.e., vacation, hospital stay, etc.), please let your child's teacher know as early as possible.
- Please report all transmittable diseases or fever to the office immediately (i.e., chicken pox, strep, etc.).
- Please keep children at home until their illness is no longer contagious. Students must be free of fever **without fever-reducing medicine or diarrhea for 24 hours before returning to school.**

Birthdays

Parents are welcome, if they wish, to send cupcakes or a special snack for their child's birthday. If a treat is provided, it will be distributed in the classroom, during afternoon snack. Children with summer birthdays will be assigned a day during school on which to celebrate their birthdays if you wish. The Preschool Office will contact you regarding details on a date and time .

Code of Student Conduct

Discipline

Discipline is a word that means “to train”: guiding, molding, encouraging, teaching, reproofing, and correcting, all with a goal of students learning to manage their own behavior. When a student is trained, they will become self-disciplined. As much as possible, the characteristics of our discipline system are modeled after God’s.

- God teaches us out of unconditional love. He does not love us any *more* when we do good, nor does he love us any *less* when we do evil. (*Proverbs 3:12, Hebrews 12:6*)
- God delights in us. (*Proverbs 3:12*)
- As Christ did with his disciples, we work to see a student’s potential and what he or she can become. (*Romans 8:29, Hebrews 12:10*)
- God expects us to produce fruit in our lives. (*Colossians 1:10*)
- The fruit of repentance. (*2 Corinthians 7:9-11*)
- The peaceable fruit of righteousness. (*Hebrews 12:12, Galatians 5:22, 23*)
- God forgives and forgets. (*Hebrews 8:12, Titus 2:14*)

We have three general Primary School expectations:

1. Be Safe (Self-Control; Am I harming myself, others, or property?)
2. Be Responsible (Knowledge: Am I doing what is expected of me?)
3. Be Respectful (Mutual Affection: Am I treating others with kindness?)

Attendance at Liberty Christian School is a privilege. Each student is accepted as an individual with individual needs. When the need for correction is required, it is viewed as an opportunity for the student to learn by his or her mistake. The students will be actively involved in determining the best course to make amends; by asking forgiveness and deciding to repair damaged relationships or objects (cleaning up their “mess”). The student must learn that, as in life, when a bad choice is made, it affects others, and it is important for him or her to fix it. Teachers, staff and administration are here to guide the students in making better choices.

Liberty Christian endeavors to work with and communicate closely with parents in all matters of discipline. For any discipline to be successful in training a child, it is essential for the school staff and parents to be in agreement. A parent or guardian who is not supportive of the school’s discipline program will undermine the structure of the school. For this reason, parents who are not in agreement with (or are against) the policies of this school may be asked to leave the school if an understanding cannot be reached.

If a child has repeated discipline issues, a committee will convene to discuss a behavior plan. Consequences may include, but are not limited to time out, walking at recess, a separate lunch

table, detention, community service, early dismissal from school to the parents, and in-school suspension. Certain serious infractions or repeated discipline issues could result in suspension from school or expulsion. All discipline is administered with prayer and discernment (Proverbs 13:24, 19:18, 22:15, and 29:15, 17).

Concern/Complaint Procedure

The following is used by the faculty and staff and is taught to the children. Parents are encouraged to use this procedure anytime there is a complaint:

1. First and foremost, go to the Heavenly Father for wisdom, insight, and guidance. Covering the situation in prayer is a must.
2. Express it promptly. Keeping it to yourself can cause ill feelings. Jesus says that you cannot properly worship or serve God if there is a disagreement between you and another (Matthew 5:23–24).
3. Tell it to the right person. Complaints should be expressed first to the individual in question. They should be expressed to the administrator only if you cannot work it out between yourselves.
4. Express the problem clearly. Make sure the person to whom you are talking knows all of the details of the situation – exactly what you are complaining about and why. Misunderstandings can lead to further problems and needless hard feelings.
5. Don't broadcast it. Express your complaint only to the person who should hear it. Needless worry, harm, and hard feelings result when problems and dissatisfactions are expressed to persons other than those directly involved (Matthew 18:15).
6. Pray about it. Ask God to help you make your complaint in such a way that it will result in the betterment of the school, and thus in the glory and growth of His Kingdom. Read and think about such passages as Ephesians 4:1–3 and Colossians 3:12–13.

Conferences

Parents are encouraged to communicate frequently with the teacher concerning any needs of their child. It is best to make an appointment rather than drop in during class or planning time. Parents or teachers may request a conference at any time they deem one necessary. Parents are asked to always schedule visits first through email, asking the teacher for a convenient time and date. Emails will be returned within 24 hours. If you would like to leave a word of encouragement or prayer, please feel free to write a note or send an email.

If parents need to discuss any aspect of their child's education, the teacher should be contacted first. The principal or dean of students should be contacted only if the matter has not been successfully resolved in the teacher/parent conference.

A planned Parent-Teacher Conference Day is scheduled in October following the end of the first quarter reporting period and again in February. There will be no school for Preschool that day.

No report cards will be given during this conference. Children will receive their first report card at the end of the second quarterly grading period.

Confidentiality concerning students is important. Teachers have been asked not to discuss children's individual needs or progress while on duty or while other children or adults are present. Please do not engage a teacher in conversation about your child when the teacher is supervising children.

Curriculum

We use a Christ-Centered hands-on curriculum, which is considered one of the best for preschool. Developing memory and lengthening attention span are achieved by listening to stories, using role-playing activities, and applying the practical part of lessons. Providing children with pre-reading and writing experiences helps early learners excel academically. Your child will not only learn the alphabet but will also learn proper phonetic pronunciation. Students will continually practice key math skills throughout the year to help them master math concepts. Fine motor skills are developed through art and other special projects. Blocks, finger plays, and fine motor activities will help children to hold a pencil correctly when they begin writing letters and numbers. All concepts in the prekindergarten and bridge programs are reinforced through academic activities, music and movement class, STEM activities, science experiences, games, and songs.

As the world opens to children, it is important for them to learn how to get along with others. They will learn how their actions affect others and how to understand the way others feel. Through this training, a solid foundation will be laid for an easy adjustment to school life.

Our preschool and bridge curriculum is a program that has been proven successful year after year. It has been shown to thoroughly prepare children for their beginning years at school and to build a firm foundation upon which to develop their future.

Preschool and Bridge Dress Code

- Children are encouraged to wear a spirit T-shirt to all-school pep rallies. These spirit shirts must be purchased through the Liberty Locker.
- Children may wear play clothes.
- Shorts must be worn under all girls' dresses.
- Please check weather forecasts daily to be sure your child is dressed appropriately.
- A clean set of extra clothes and a jacket suitable for the current season should always be in your child's cubby. When worn, the extra set of clothes should be replaced the next day. Please promptly return any borrowed clothes. If a spare set of clothing is not available in your child's cubby, we will call a parent to bring a change of clothing to change into.

- Shoes with retractable skates are not allowed.
- Children must wear socks with shoes. Sandals, including flip-flops, are not allowed.
- No pull-ups are allowed. All children must be independently potty trained.

Grading Procedures

In the first quarter of the school year, students will not receive a report card. Prekindergarten and bridge will have three quarterly grading periods, and your child's report will be sent home with them at the conclusion of the grading period.

Lost and Found

The Lost and Found is located near the front door in the preschool wing. **Please clearly label your child's belongings.** The office staff inspects what is turned in for identifying marks, names, handwriting, etc., to return the items as soon as possible. Valuable items such as money, wallets, jewelry, etc., are kept in the principal's office and given to the person who specifically describes the item that was lost. Any unclaimed items are given to a charity/mission organization after one month.

Money and Notes

All money and notes should be turned in to the Preschool Office. Money should always be sent in an envelope with the following information on the outside: (1) child's name, (2) amount and purpose, and (3) teacher's name. All notes should be sent in a sealed envelope to protect the privacy of any written communication between parent and teacher.

Indoor/Outdoor Playtime Guidelines

Temperatures

- 60 degrees and below: Jackets must be zipped with hoods if windy.
- 60–65 degrees: Children should wear jackets if it is breezy; long-sleeved shirts are acceptable without a jacket.
- 65 degrees and above: No jackets necessary.
- We do not apply sunscreen. If desired, apply it at home before school.

Playground Safety Rules

- Children are not allowed to climb on top of the tunnel on the playground equipment.
- Children are not allowed to walk up the slide.
- No classroom or personal toys are allowed outside (except balls and sandbox toys).
- Children are to stay in visual range at all times.

- Children may not climb on the fence.
- Balls must remain inside the fenced area.
- Children may not play with mulch.
- Children may not go into the building without permission from a teacher.
- Children may not throw sand.
- Children must wear closed toed shoes.

Tricycle/Wagon Safety Rules

- Children should not run on concrete.
- Children should not push tricycles or wagons.
- All bikes should be pedaled.
- Wagons should only have two people sitting with one person pulling.
- No crashing into each other.

Indoor Playroom Safety Rules

- Remove shoes before entering/must wear socks.
- Slides are down only; no climbing up.
- No toys allowed inside play equipment.
- No more than 12 children inside play equipment at one time.

Toys from Home

- No toys should be brought from home unless permission is given.
- No toy guns or other weaponry will be permitted on school grounds.
- On “Show and Tell” days, please send an item of interest with your child or one that follows the theme for the week.
- Do not bring electronics/valuables (i.e., iPads, iPods, etc.) or pets (due to allergies).

Parent Checklist

1. Please check the parent bulletin board and your child’s backpack daily.
2. Please remember that your child’s bedding should be washed weekly or sooner if it is soiled and to reduce the spread of infectious disease.
3. Please make sure your emergency contacts are up to date.
4. Please be sure the staff is aware of any food allergies your child may have, and leave written detailed information concerning the situation.
5. Please leave all medicines with the school nurse for dispensing. Do not send medicine in your child’s lunch box or backpack (including cough drops). Please call the school nurse with any questions at 940-294-2181.
6. Children may not enter or leave the building without adult supervision.

Parties

The Primary School principal and teachers work with homeroom coordinators in the planning of the three class parties per year. The homeroom parent in turn seeks to involve the other parents in at least one of the parties. The three parties include the Christmas Party, Valentine's Day Party, and End-of-School Celebration.

As a Christian school, we do not celebrate Halloween because of the associations with the occult. We also do not give teaching time to Santa Claus or the Easter Bunny. We reserve all of the precious time we have at school to teach and celebrate the birth of the Lord Jesus Christ during December and focus on the meaning of His death and resurrection prior to Easter.

Homeroom Coordinator

The homeroom coordinator is a critical link in bringing home and school together. A person who has a servant's heart and is able to organize and lead should hold this important position. Some responsibilities include the following:

1. Exhibit the Warrior Way principles.
2. Seek to involve parents in parties.
3. Assist in coordinating prekindergarten and bridge parent volunteers.
4. Encourage and pray for the teacher and staff.

School Hours

Regular school hours for prekindergarten and bridge are 8:15 a.m. – 2:45 p.m. A 15 minute grace period will be given to accommodate parents who have children in other schools. Children who are not picked up by 3:00p.m. will be taken to after-care, and a \$35 after-care fee will apply. Please be sure your child has eaten breakfast before arriving and is ready to start the day. Breakfast should not be sent with a student to be eaten at school. If someone other than the custodial parent or guardian will pick up your child, that name must appear on your child's information card or in a dated and signed note.

Extended prekindergarten and bridge hours are available from 3:00 pm until 6 p.m. if needed. Enrollment for after school care is for the entire school year. For occasional use, the daily fee is \$30 due at pick up. A \$3 late fee is charged for each minute a child is left after 6 p.m., to be paid by check made payable to LCS to the after-care teacher on duty. Before school care is from 7:45 – 8:15 a.m. There is no charge for before-care.

The Academic Year Calendar is posted and updated as needed on our website, www.LibertyChristian.com, to provide information regarding special events and holidays. Check

weather stations for closing information during inclement weather. (See General Policy Section, Weather Conditions.)

School Rules

General Expectations for Behavior

1. Children must be completely potty trained and able to use the restroom independently with no pull-ups. After 3 accidents within a 4 week period, we will meet to discuss how we can partner to help your child be successful with using the restroom at school. After 5 accidents within a 4 week period, the student will be asked to be kept at home for 2 weeks to attend to the potty training process.
2. Through the course of the year, the children will work to learn how to do the following:
 - Remain seated unless excused
 - Speak with permission
 - Walk in a line
 - Take turns
 - Clean up after themselves
 - Not tattle
3. Hitting, pushing, kicking, pinching, and biting are not acceptable behaviors.
4. If a child hits and leaves a mark or bites and breaks the skin of another child or teacher, the child will be asked to go home for the day. If that child hits or bites another child more than three times, the child will be asked to stay home for two school days. If after two days of staying home, a child hits or bites again, a meeting with the parent(s) will be set up with the Primary School to discuss other alternatives for the child.
5. Children are not to play with toy guns or participate in pretend gun-play at school.
6. Adults are addressed as Mrs., Miss, or Mr. and their last name.
7. Children may not argue with or be disrespectful to their teachers.
8. No gum is permitted

If a child has repeated discipline issues, a committee will convene to discuss a behavior plan. Consequences may include but are not limited to parent conferences, early dismissal from school to the parent(s), and a behavior plan as set forth below:

- Three times to the office in one day – parents are called.
- Five-day students: Ten times in a week to the office – parents are called to pick up the child from school, followed by a conference with parents to keep the child home for a day.
- Three-day/Two-day students: Six times in a week to the office – parents are called to pick up the child from school, followed by a conference with parents to keep the child home for a day.

Rest Time

- Children may have their blanket, pillow, and stuffed animal at their nap mat during naptime
- At the teacher's discretion, a child may have a book during naptime. Children must be quiet and remain on their cot.

Lunch and Snacks

- Included in your tuition fees, a hot lunch or boxed lunch (on special days) will be provided each day by SAGE.
- Your child may bring a sack lunch, if preferred. Please do not include items to be heated.
- Children may eat after the group gives thanks.
- Students may not play with food.
- Everyone remains seated during lunch.
- Students may not share food.
- Lunch will be served to the students in their classroom.
- For children who have a food allergy, the parents or SAGE, with documentation, will provide a lunch that meets the child's allergy needs. If needed, parents will provide special milk, a snack, and "fun with food" for them each week.
- For snacks and "fun with food," food may only be brought in for children with documented allergies. All other children will be given the opportunity to experience new foods during snack and "fun with food."

Visitors and Visiting Procedures

Parents coming to school to volunteer or to visit for any reason must first sign in at the Prekindergarten/Bridge Office. Other visitors must receive permission from administration to visit campus. All visitors must sign in at the Prekindergarten/Bridge Office, receive a visitor's pass, and park in an approved parking space or parking lot.

Kindergarten–5th Grade Policies

Additional Fees

1. **After-School Care:** After-care is available for prekindergarten–5th grade until 6 p.m. for a monthly charge. Enrollment is for the entire school year. Payment is made either for the school year or monthly. For occasional use of the program, the daily drop in fee of \$35 will be billed through Smart Tuition. Primary School students who are not picked up by 3:55 p.m. will be sent to after-care at the daily rate. Students not picked up from after-care by 6 p.m. will be charged a late fee of \$3 per minute billed through Smart Tuition. During the last two weeks of school, the daily charge for after-care must be paid on a daily basis.
2. **Before-School Care:** Before-care and after-care are available for Kindergarten through 5th grade students. Supervision is provided in the Primary School cafeteria at no charge for Primary School students who arrive before school begins. See the “Arrival/Dismissal” section in the Primary School portion of this handbook for more information.
3. During the year, the child’s account may be billed for miscellaneous items such as uncollected library fines, damaged property, etc. Any additional charges must be paid by check or cash by the 10th of the following month.

Arrival/Dismissal

Morning Arrival/Before-Care

Supervision is provided in the Primary School cafeteria at no charge for Primary School students who arrive before school begins. School hours are 8:15 a.m. to 3:20 p.m. Primary School students in kindergarten–5th grade arriving between 7:30 a.m. and 8:10 a.m. should be dropped off at the Primary School entrance and proceed immediately to the Primary School cafeteria for supervision. Students are not allowed in the classrooms until they are dismissed to enter by the personnel on duty. Students arriving between 8:10 a.m. and 8:15 a.m. should go directly to their classrooms. No students are to be brought to the school grounds before supervision begins at 7:30 a.m. The arrival zone for students in kindergarten–5th grade is the Primary School Circle using the Primary School Gym entrance.

The following traffic guidelines apply to morning arrival:

- The lane nearest the Primary School wing is for dropping off children. Parents should pull as far forward as possible to allow other parents to fill in behind you.

- The center lane is intended for exit and pass-through only. Parents should not use that lane for dropping off students.
- In no case should any driver cut in front of a car already in line. The Golden Rule is the guiding principle in the line at all times.

Afternoon Dismissal

Grades	Dismissal Time	Dismissal Zone
PreK-3	2:00 p.m.	Preschool Entrance
PreK-4/Bridge	2:45 p.m.	Preschool Entrance
K-5 th	3:20 p.m.	Primary School Circle
6 th -8 th	3:15 p.m.	Main Entrance Circle
9 th -12 th	3:05 p.m.	Main Entrance Circle

The following traffic guidelines apply to afternoon dismissal in the Primary School Circle:

- All three lanes are used during afternoon dismissal. Vehicles form three lines in front of the Primary School wing. Unattended vehicles in any of the traffic lanes are prohibited after 2:30 p.m.
- Student name cards (distributed at Parent Orientation) should be placed in the window of each vehicle, visible to the teachers on duty. Parents should remove the card from the window when their children are brought to their vehicle. This process greatly improves the efficiency of dismissal time.
- Teachers on duty will supervise the placement of students in their vehicles, as well as vehicles exiting the pick-up lanes.
- For the safety of students, cell phones may not be used while driving on campus.

Note: Designated parking spaces for prekindergarten and bridge 5-minute drop-off and pick-up are for parents of prekindergarten and bridge students only. Only vehicles displaying the current school year's parking hangtag may use those parking spaces during the hours of 7:45 – 8:45 a.m. and 2 – 3:10 p.m.

To ensure the safety of students, teachers, and parents, all traffic guidelines must be followed exactly as written.

Additional Guidelines

- Students may not eat snacks and must remain seated until picked up by parents or carpool. Students who will be picked up by someone not listed on the parent authorization form must have a written note or email from the parent stating the person's name. When sending an email, parents should submit authorization to their child's teacher and office administration at stacey.jones@mylcs.com by 2:30 p.m.
- For parents who would like to walk-up to pick up their child, there is a designated line for parents to line up at. A teacher will be standing at the door to take your name to let your child's teacher know that you are ready and waiting.
- Primary School students must be picked up before 3:55 p.m., as supervision ends at that time. Only students engaged in organized, supervised activities may remain on campus after 3:55 p.m. Students must remain with the personnel on duty at the pick-up zone until 3:55 p.m. The basis for these rules is concern for student safety.
- At 3:55 p.m., all kindergarten – 5th grade students who remain will be taken to the after-school care programs. The fee is \$30 per day, due at pick up. It is important that you pick your children up promptly. Information concerning regular after-school care is in the next section.
- While it is not encouraged, we recognize that there may be times when a child needs to be picked up outside of the regularly scheduled drop-off/pick-up schedule. If you would like to pick your child up from school early, please let your child's teacher know in advance so that they can have your child ready for you when you arrive. All early release and early pick-ups should be completed before 3:00 p.m., as the regular dismissal process will begin at that time, and we want to honor the dismissal process for the students.

After-School Care

There is after-school care available for kindergarten – 5th grade (and Pre-K/Bridge) children from dismissal until 6 p.m. each school day for an additional fee. Enrollment for this program is for the entire year. For occasional use, the charge is \$35 per day, billed through Smart Tuition. The program for students in kindergarten – 5th grade is located in the Primary School wing. Students may be picked up at the Primary School gym. A \$3 late fee is charged for each minute a child is left after 6 p.m., which will be billed through Smart Tuition. Contact the business office to register your child for this program.

Note: After the third time of being late for pick up, parents will receive a phone call from administration.

Attendance/Tardies

Attendance

Regular and punctual attendance is vital in determining one's success in any field or endeavor, especially in schoolwork. Students are required to be on time and in their class each day to create opportunities for their success.

Being a successful student involves more than completion of a worksheet. It involves participation in discussions, demonstrations of learning, development of study skills, spontaneous interactions, and visual and oral presentations that are difficult to repeat. Consequently, a student who has an excessive number of absences misses a significant portion of the learning experience at Liberty.

Examples of valid absences are as follows:

1. Illness of the student
2. Illness or death in the student's immediate family
3. Medical or dental appointments that could not be scheduled after school – these appointments should not be scheduled during test times.
4. Family trips or special trips that have been excused by the principal at least one week before the trip
5. Parent-requested absences that have been approved by the principal
6. School-sponsored activities

Students who accumulate 8 absences or 8 tardies within a school semester will be notified by a letter sent home from the student's homeroom teacher. If absences/tardies continue, a parent meeting will be scheduled to determine the appropriate measures needed to ensure attendance standards are met. Excessive absences or tardies could lead to grade level retention to be determined by the Primary School Administration.

The following information applies to all absences:

- Students with absences will be allowed one day for every day missed to complete and turn in work missed. However, work, quizzes, or tests, which were assigned before the absence occurred, are due on the day the student returns to school unless other arrangements are made at the discretion of the principal or vice principal.
- The parent is responsible for calling to obtain any work assigned during the student's absence. By 9 a.m. on the morning of the absence, email your child's teacher or call the Primary School absence line (940-294-2121) to report your child's absence. At that time, you may request makeup assignments, and the office will notify the teacher. The

assignments will then be sent to the Primary School Office by 3 p.m. (Makeup assignments will not be sent to the office unless the parent makes the request the morning of the absence). This procedure helps to minimize classroom disruption, provides the teacher with time to organize the material, and prevents parents from having an unnecessary wait.

- When students return to school after being absent, they are to present a note to their teacher stating the reason for the absence, the date of the absence, and the parent's signature, with a daytime phone number.
- If the absence is lengthy and foreseeable, a note or email must be sent at least a week in advance to be approved by the principal. When possible, on previously approved absences, the assignments are to be obtained from the teacher in advance and completed by the time the student returns to class.
- Doctor, dental, and other appointments should be scheduled after school hours. Students who leave early because of illness or an unavoidable appointment must have a parent sign them out in the Primary School Office before 3:00pm. The school will not allow a Primary School student to leave early with a person other than a parent unless authorized in writing by a parent in advance to do so. Students who return on the same day should be signed in by a parent upon their return. To receive credit for attendance in Primary School, a student must be present for three and one-half hours of the school day.

Tardies

Students are considered tardy if they are not in the classroom by 8:15 a.m. Tardiness creates a hardship for the student and the learning environment. The student may miss assignments, instructions, quizzes, and other important occurrences. The class is always disrupted when a student enters late. Students and parents must decide to establish the habit of punctuality. Tardies should be held to an absolute minimum. K–5th grade students who are tardy must check in at the Primary School Office. Excessive tardies will necessitate a parent conference to determine appropriate measures to alleviate the problem.

Awards

Teachers present the awards listed below to students in grades K–5 at an awards presentation in the classroom during the last week of school.

- Christian Character – given to every student, identifying an outstanding character trait
- Gold Honor Roll – all A's for the school year (grades 1–5)
- Silver Honor Roll – all A's and B's for the school year (grades 1–5)

Birthdays

Parents are welcome to send cupcakes or a special snack for a child's birthday. If a treat is provided, it will be distributed at lunchtime. Students in grades 1–5 will have their desk decorated for the special day by the room parent. Children with summer birthdays will be assigned a day during school on which to celebrate their birthdays.

Birthday invitations may not be handed out at school unless every child in the class is invited. If this is the case, the party invitations may be distributed with the teacher's assistance.

No birthday presents are to be brought to school or delivered at any time on any part of the school grounds by a student. If parents want to pass presents in carpools, it is permitted. We recognize that this necessary rule is inconvenient, but most importantly, this inconvenience is more easily overcome than the hurt felt by children when they realize they have not been invited to a classmate's party. We appreciate your sensitivity to this rule.

Cell Phones and Communication Devices

Cell phones, smart watches, and other communication devices should not be used during the school day. If a primary school student uses a cell phone or personal communication device during school hours, the teacher will collect the device and turn it into the Primary School Office for pick up the following school day. Parents must pay a \$25 fine to retrieve the cell phone or device.

Communication

Faculty and staff are committed to keeping communication open between home and school. Teachers will keep parents informed as to their child's progress and will send home a weekly newsletter to update parents concerning classroom activities. Parents are asked to read the letters carefully, as they are responsible for knowing the contents.

Email communication provides the most up-to-date information, including weather-related school closings. School wide communication is sent to everyone with an email address in the school system. Parents may add or change their email address by logging into myLiberty with their username and password. If they have lost their password, parents are asked to contact the Technology Department at 940-294-2060.

Concern/Complaint Procedure

The following is used by the faculty and staff and is taught to the children. Parents are encouraged to use this procedure anytime there is a complaint:

1. First and foremost, go to the Heavenly Father for wisdom, insight, and guidance. Covering the situation in prayer is a must.
2. Express it promptly. Keeping it to yourself can cause ill feelings. Jesus says that you cannot properly worship or serve God if there is a disagreement between you and another (Matthew 5:23–24).
3. Tell it to the right person. Complaints should be expressed first to the individual in question. They should be expressed to the administrator only if you cannot work it out between yourselves.
4. Express the problem clearly. Make sure the person to whom you are talking knows all of the details of the situation – exactly what you are concerned about and why. Misunderstandings could lead to further problems and needless hard feelings.
5. Don't broadcast it. Express your complaint only to the person who should hear it. Needless worry, harm, and hard feelings result when problems and dissatisfactions are expressed to persons other than those directly involved (Matthew 18:15).
6. Pray about it. Ask God to help you make your complaint in such a way that will result in the betterment of the school, and thus in the glory and growth of His Kingdom. Read and think about passages such as Ephesians 4:1–3 and Colossians 3:12–13.

Conferences

Parents are encouraged to communicate frequently with the teacher concerning any needs of their child. It is best to make an appointment rather than drop in during class or planning time. Parents or teachers may request a conference at any time they deem one necessary. Parents are asked to always schedule visits first through email, asking the teacher for a convenient time and date. Emails will be returned within 24 hours. If parents would like to leave a word of encouragement or prayer, they should feel free to write a note or send an email.

If parents need to discuss any aspect of their child's education, the teacher should be contacted first. The principal should be contacted if the matter has not been successfully resolved in the teacher/parent conference.

A planned parent conference day is scheduled for October at the end of the first quarterly grading period and again in February. There will be no school for Primary School that day. Parents will also have an opportunity to make an appointment with their child's teacher throughout the school year.

Confidentiality concerning students is important. Teachers have been asked not to discuss children's individual needs or progress while on duty, in the hallway, in the lunchroom, or while other children or adults are present. Parents are asked not to engage a teacher in conversation about their child when the teacher is supervising children.

Counseling

The Primary School Dean of Students' Office at Liberty Christian School has been developed to assist parents, teachers, and students to deal with trials and difficulties in a manner that reveals the love of God. This office also serves as a resource center for information on parenting skills, learning difficulties in children, social behaviors, and various other subjects.

The mission is to partner with parents to help children understand they are created uniquely in God's image. The heart is to equip and help children recognize the gifts and abilities that God has given them to better understand His plan for their lives. Many times, parents may find it difficult to understand their children's actions and decisions as they respond to various situations in their lives. Knowing the love of God and who they are in Christ affects their belief system and how they live their lives (1 John 3:1–3). Our office is here to serve and help the body of Liberty gain understanding and insight into the lives of students. To obtain assistance, parents may call or come by during school hours to schedule an appointment. **Liberty Christian School does not employ a Licensed Professional Counselor, and any professional counseling services should be obtained by the family. Parents should consult their child's physician if outside counseling is necessary.**

Discipline

Discipline is a word that means "to train": guiding, molding, encouraging, teaching, reproofing, and correcting, all with a goal of students learning to manage their own behavior. When a student is trained, they will become self-disciplined. As much as possible, the characteristics of our discipline are modeled after God's.

- God teaches us out of unconditional love. He does not love us any more when we do good, nor does he love us any less when we do evil. (Proverbs 3:12, Hebrews 12:6)
- God delights in us. (Proverbs 3:12)
- As Christ did with his disciples, we work to see student's potential and what he or she can become. (Romans 8:29, Hebrews 12:10)
- God expects us to produce fruit in our lives. (Colossians 1:10)
- The fruit of repentance. (2 Corinthians 7:9-11)
- The peaceable fruit of righteousness. (Hebrews 12:12, Galatians 5:22, 23)
- God forgives and forgets. (Hebrews 8:12, Titus 2:14)

We have three general Primary School expectations:

1. Be Safe (Self-Control; Am I harming myself, others, or property?)
2. Be Responsible (Knowledge: Am I doing what is expected of me?)
3. Be Respectful (Mutual Affection: Am I treating others with kindness?)

Attendance at Liberty Christian School is a privilege. Each student is accepted as an individual with individual needs. When the need for correction is required, it is viewed as an opportunity for the student to learn by his or her mistake. The students will be actively involved in determining the best course to make amends; by asking forgiveness and deciding to repair damaged relationships or objects (cleaning up their “mess”). The student must learn that, as in life, when a bad choice is made, it affects others, and it is important for him or her to fix it. Teachers, staff and administration are here to guide the students in making better choices.

Liberty Christian endeavors to work with and communicate closely with parents in all matters of discipline. For any discipline to be successful in training a child, it is essential for the school staff and parents to be in agreement. A parent or guardian who is not supportive of the school’s discipline program will undermine the structure of the school. For this reason, parents who are not in agreement with (or are against) the policies of this school may be asked to leave the school if an understanding cannot be reached.

If a child has repeated discipline issues, a committee will convene to discuss a behavior plan. Consequences may include, but are not limited to time out, walking at recess, a separate lunch table, detention, community service, early dismissal from school to the parents, and in-school suspension. Certain serious infractions or repeated discipline issues could result in suspension from school or expulsion. All discipline is administered with prayer and discernment (Proverbs 13:24, 19:18, 22:15, and 29:15, 17).

Dress Code

All of the approved uniform items that students wear each day must be purchased from the Liberty Locker, excluding shoes, socks, and belts. Approved leggings (with Liberty logo) are available for girls in the Liberty Locker.

All uniform bottoms must be purchased from Liberty Locker and embroidered with the LCS logo.

Liberty Locker
LCS Commons
940-294-2350

School Day Uniforms

K–5th Grade Girls

1. Navy jumpers embroidered with the LCS logo for grades K–3 (hems should be 3 inches from floor when child is kneeling)
2. Navy polo dress embroidered with LCS crest for grades K–3
 - Navy (hems should be 3 inches from floor when child is kneeling)

- Hang dry only
3. Khaki or plaid skirts embroidered with the LCS logo for grades 4–5 (hems should be 3 inches from floor when child is kneeling)
 4. Khaki skorts embroidered with the LCS logo for grades K–5 (hems should be 3 inches from floor when child is kneeling)
 5. Navy modesty shorts for grades K–5 must be worn with all skirts and jumpers.
 6. Khaki slacks embroidered with the LCS logo for grades K–5; Slacks may not be cut or slit at the hems.
 7. Khaki shorts embroidered with the LCS logo for grades K–5
 8. Polo shirts for grades K–5
 - White or navy with LCS monogram
 - Available in long or short sleeved
 9. Blouses
 - For grades K–3, white with navy piping on short sleeved
 - For grades 4–5, ¾ sleeve in white, worn untucked
 -
 10. Sweaters, sweatshirts, and lightweight jackets for grades K–5
 - Navy or gray sweatshirt with LCS logo
 - Lightweight jacket, navy or gray, zips up front with hood with LCS logo, must be worn with a collared uniform shirt.
 - Navy full-zip fleece with LCS crest logo must be worn with a collared uniform shirt.
 - Liberty jacket with LCS logo.
 - Navy hoodie with LCS logo.
 11. Socks and tights for grades K–5
 - Socks must be primarily white, navy, gray, or black.
 - Socks must be worn with all shoes.
 - Socks must be visible.
 - Tights must be solid white or navy and must have feet.
 - Leggings in navy only with Liberty logo may be worn under approved skirts and dresses and must be purchased from the Liberty Locker.
 - Knee socks must be primarily white or navy.

K–5th Grade Boys

1. Khaki slacks embroidered with the LCS logo
2. Khaki shorts embroidered with the LCS logo
3. Polo shirts
 - White or navy with LCS monogram
 - Available in long or short sleeved
4. White, short sleeved oxford shirts
5. Socks
 - Socks must be primarily white, navy, gray, or black.
 - Socks must be worn with all shoes.
 - Socks must be visible.
6. Black, brown, or navy belt (must be worn always) – must not have ornamentation such as studs, stones, etc., and no large or inappropriate buckles may be worn.
7. Sweaters, sweatshirts, and lightweight jackets
 - Lightweight jacket, navy or gray, zips up front with hood with LCS logo must be worn with a collared uniform shirt.
 - Navy full-zip fleece with LCS crest logo must be worn with a collared polo uniform shirt.
 - Navy or gray sweatshirt with LCS logo must be worn with a collared polo uniform shirt.
 - Liberty jackets with LCS logo

K–5th Grade Girls and Boys

Non-Liberty Items

Non-Liberty sweaters and jackets of other colors and styles may not be worn during school hours on campus.

Coats

Non-Liberty coats are not to be worn in the classrooms but may be worn for outdoor recess.

Shoes and Socks

- Tennis shoes in solid white with white shoelaces or Velcro, or solid black with black shoelaces or Velcro with non-marking soles, (as if dipped in white or black paint). **Shoes may have a solid white or solid black logo.**
- Girls “Mary Jane” shoes in black and saddle oxfords in black and white or navy and white (rubber soles only)
- No shoes that appear ragged or torn
- All shoes must have closed toes and closed heels.
- Sandals, flip-flops, crocs, boots (including ankle-top hiking boots), high-top tennis shoes, rain boots, and shoes with retractable skates are not permitted for any grade.
- Students must wear socks.
- Boys may wear primarily white, navy, gray, or black socks only. Socks must be visible.
- Girls may wear primarily white, navy, gray, or black socks. Socks must be visible and worn with all shoes.
- Tights must be solid white or navy and have feet.
- Leggings in navy only with Liberty logo may be worn **under approved skirts and dresses** and must be purchased from the Liberty Locker.

Additional Guidelines

- All blouses/shirts must be tucked in during school hours, except those designed to remain untucked
- All clothing must be in good repair – no tears, cuts, rips, or stains
- Hats, visors, headbands with attached scarves, and sunglasses may not be worn
- Boys are required to wear a belt. Belts must be black, brown, or navy in color (solid color only).
- Clothing should be pressed (not wrinkled) and should be replaced when faded, worn out, or outgrown
- No tight shirts or pants may be worn by boys or girls
- All buttons, except the top one, are to be buttoned on girls’ and boys’ shirts
- Only solid white T-shirts or solid white regular/mock turtlenecks, without printing or logos, may be worn under a uniform top and they must be tucked in.
- Sweaters, jackets, and sweatshirts must be approved Liberty outerwear; no other colors or styles are to be worn on campus. Heavy coats are allowed for very cold weather but must be removed in the classroom.
- All uniform apparel must be purchased from the Liberty Locker.

Note: The administration reserves the right to determine the appropriateness of any item of clothing or accessory.

Students in violation of the dress code are issued an “Oops” slip for a first-time violation. Subsequent violations will warrant discipline in the classroom, and the parent will be notified. Repeated violations may warrant exclusion from school and require immediate parent pick up from school.

Jeans Day Dress Code

Students may show their school spirit on Jeans Day by wearing a Liberty approved spirit shirt with their uniform bottoms or with jeans. If jeans are worn, they must meet guidelines below:

1. Jeans

- Must be made of denim fabric, constructed in jean fashion
- Jean shorts, skirts, or capris are not allowed.
- Baggy, ripped, torn jeans, or jeans with holes are not allowed.
- Jeggings are not allowed.
- For boys, belts are required if shirts are tucked in.

2. Shirts

- Liberty uniform shirts with LCS logo
- LCS themed T-shirts and sweatshirts that have been purchased from the Liberty Locker or Liberty-issued and approved
- Student-athletes may wear their Liberty sport jersey on Jeans Days. A T-shirt with sleeves must be worn under the jersey.

3. Shoes

- Tennis shoes
- Dress shoes
- Hiking boots
- Western boots
- All shoes must have closed toes and heels.
- Shoes must not be ragged or torn.
- Socks must be worn with all shoes.

Note: No sandals, flip-flops, crocs, or house shoes.

All clothing must follow LCS guidelines for modesty. Students choosing not to participate in Jeans Days must be in full uniform.

Personal Appearance

Jewelry is allowed but should be simple and non-distracting. Earrings are permitted for girls only, one per earlobe; no other body piercing is acceptable. No hats, scarves, headbands with long scarves, sock caps, visors, or sunglasses are allowed during school hours.

Hair for all students must be neat, clean, and well groomed. For boys, hair must not extend below the middle of the ear or the top of the collar and must be above the eyebrows. Hair must not extend higher than three inches. Bleaching, other exotic hair coloring, and hair extensions of any kind are not allowed for any student. The Liberty Locker provides all of Liberty's student uniforms except for socks, shoes, and belts.

Field Trips

Field trips are an integral part of a school's curriculum. Each field trip is planned by the faculty to coordinate with a particular area of study and is approved by the principal.

For educational and safety purposes, siblings (younger or older) will usually not be allowed on class field trips. However, there may be certain field trips where younger siblings are welcome. These exceptions will be specified in the note teachers send home concerning each field trip.

The dress code for field trips is specified in the field trip information sent home by the teacher. When jeans are permitted, they are to be worn with a Liberty uniform top.

Parents who plan to accompany a field trip group need to meet and remain in the designated parking area, which will keep classes already underway in the Primary School building from being disturbed. Parents who chaperone students on a field trip must bring no other children (older or younger) with them, as their full attention is needed for supervision of the students assigned to their group.

All chaperones must have a current criminal history background check on file. The criminal history background check must be completed every school year to be considered current. Parents should contact their child's teacher or the Primary School Office for an application.

Grade Report Procedures

The school year is divided into two semesters. Grade reports will be given to the parents at the first semester conference. For the remainder of the school year, the grade report will be sent home with the student on the Thursday following each grading period. The parent verification form is to be signed by the parent and returned to school within two school days.

The grading scale is as follows:

Letter Grade	Numerical Average	Alphabetical Average
A	90–100	E Excellent
B	80–89	S Satisfactory
C	70–79	N Needs Improvement
F	0–69	U Unsatisfactory

Grandparents Day

Grandparents Day usually takes place on the day before Good Friday. Grandparents of Primary School students are invited to campus for a special presentation and to visit their grandchild's classroom as a guest of honor. School is dismissed by noon, to allow students the opportunity to spend time with their grandparents.

Help Your Child

To help your children embrace their learning opportunities at school:

- Let your children know you are interested in what they are learning in school.
- Read with your child to model a love for reading.
- Keep learning (not grades) as a goal to promote a relaxed and happy experience.
- Provide a dedicated place at home to study.
- Help your children with study habits, organization, and time management.
- Encourage them to believe in themselves and trust God.
- Stimulate your children's interest in learning by taking trips to museums, concerts, etc.
- Teach your children to use reference books and other resources.
- Listening to understand is a skill that is learned. Model this for your children to help them recognize its importance
- Work with your children to write legibly, with speed and without sacrificing quality.
- Limit the use of electronic devices.

Remember, your children are being asked daily to master difficult, new material. Be patient and understanding with them. Encourage them to be persistent and to do their work "to the glory of God." Do not put undue pressure on your children to get good grades or get overly involved in **their** work.

Homework

Homework is an essential part of the school program and is given regularly. Homework is not given for busywork but for reinforcement, practice, remedial activity, and special projects. Approximate work time per night for the average student in grades 1–5 is as follows:

Grade 1.....	30 minutes
Grade 2.....	40 minutes
Grade 3.....	45 minutes
Grade 4.....	50 minutes
Grade 5.....	55 minutes

Each student in grades 2–5 will be given an assignment book to assist the student and parent in knowing the exact daily assignment. Homework must be turned in on time the day it is due. The only excuse for late homework is student illness or a written note stating a family emergency that prevented the student from doing homework. Students need to develop independence in remembering homework assignments and other items needed for school each day. So that children will become conscious of the appearance of their work, **no** papers will be accepted that are not done neatly. All papers are required to have the proper heading.

Kindergarten

The 5-year-old child is ready both mentally and physically to embark on an active educational program. In kindergarten, each student is given an opportunity to advance in areas of learning such as reading through phonics, math, social studies, science, art, music, foreign language, computer, and physical education. An official birth certificate is required for all kindergarten students. Students must be 5 years of age on or before Sept. 1 of the year of entry.

Liberty Learning Center

The Liberty Learning Center has been developed to assist students who have a diagnosed learning difference. The goal of this program is to facilitate the development of each student's unique God-given gifts and abilities so that students may realize their full academic potential. This program provides resources over and above the reasonable accommodations the school can make in the regular classroom environment. Fees are assessed for diagnostic testing, learning therapy, and assistance in the learning center with the consent of a parent/guardian. Please contact your child's teacher or the Liberty Learning Center Coordinator at 940-294-2247 for program application information.

Library Policies

Students from all grades as well as parents are welcome to use and enjoy the library at Liberty Christian School. To ensure a beneficial experience for all, the following guidelines are to be observed:

- Books and audiovisual materials may be checked out for three weeks and renewed for an additional three weeks. Materials are to be returned by the due date.
- Borrowing limits per patron are as follows: one item for K and 1st, two items for 2nd grade, four items for 3rd and 4th grade, and six items for 5th through 12th grade, but no more than two non-book items per patron.
- Late fees are no longer charged for any student or parent with overdue materials. However, late items are still due back to the library, and students who have outstanding materials will not be able to borrow additional books or audiovisuals.
- Overdue notifications are made by printed notices distributed during school hours. Students receiving a notice should contact the library immediately.

- Students who do not respond to notices may have their myLiberty account blocked until books are returned and all fines are paid.
- A lost book should be reported as soon as possible to the librarian. Lost or severely damaged items may be replaced either by purchasing another copy or paying the cost of replacement, plus a \$2 restocking fee.

Lost and Found

Parents should label all clothing and lunch boxes with their child's first and last name.

Misplaced items are placed in the Lost and Found closet in the hallway behind the Primary School Office. Parents may check the Lost and Found during school hours for their child's misplaced items. Any items not claimed within the month will be donated.

Lunch Procedures

Lunch is provided for every student through the All In Lunch program. Kindergarten through 2nd grade lunch is served in the Primary School cafeteria, and 3rd grade through 5th grade lunch is served in the main cafeteria. Lunch is a special time for students to eat and visit with classmates. Students are expected to practice good manners and appropriate lunch table behavior. The following lunchroom policies will be observed:

1. Students will go directly to lunch in an orderly manner.
2. Classes will be assigned seating areas.
3. Food and drinks are to be consumed in the lunchroom only.
4. Microwave use is restricted to 3rd grade and above. Parents may send their kindergarten, 1st, or 2nd grade child's preheated food in a temperature-controlled thermos. This policy will allow more time for the children to eat their food.
5. Please make sure the food for 3rd to 5th grade students are in a microwaveable container and that the child knows how long to heat it.

Parents are welcome to join their children for lunch but must check in at the Primary School Office or the Main Entrance in the Warrior Union (see Visitor's Sign-In). Designated guest tables are available for each grade level. Parents who plan to eat food provided through the cafeteria must purchase a \$5 meal ticket by [clicking here](#).

Students who are eating lunch with their parents may ask 1 friend from their class to join them. In this case, parents and students must remain in the cafeteria for lunch.

Note: For complete information concerning bringing in outside food for lunch and food allergy considerations, parents should see their child's classroom teacher.

Money and Notes

Cash or checks should always be sent in a sealed envelope with the following information on the outside: child's name, amount and purpose, and teacher's name. All notes should be sent in a sealed envelope to protect the privacy of any written communication between parent and teacher.

Music

The school's extensive music program is designed to teach children to praise God with reverence and joy. It includes applied music, vocal music, and music history/appreciation. Songs are chosen for their content and quality. Examples of the types of songs taught are Scripture, patriotic, character, and appropriate fun songs. All students are expected to attend seasonal performances.

Parties

The room coordinator works with the teacher in the planning of three class parties per year. The room coordinator in turn seeks to involve the other parents in at least one of the parties. The three parties include the Christmas Party, Valentine's Day Party, and End-of-School Party. Parties are planned for the children in that particular class, parents are asked not to bring younger or older siblings to class parties.

As a Christian school, the school does not celebrate Halloween because of the associations with the occult. It also does not focus on or give any teaching time to Santa Claus or the Easter Bunny. It reserves all of the precious time at school to teach and celebrate the birth of the Lord Jesus Christ during December and focus on the meaning of His death and resurrection prior to Easter.

Physical Education

In addition to the regular recess periods, planned physical education classes are conducted as a part of the student's "specials" rotation. Goals of the P.E. program include building students' character and helping them become aware of the importance of physical fitness. Students have the opportunity to practice Christ-like attitudes and actions whether their team wins or loses. Students are taught specific skills appropriate to their age and skill level. Participation, behavior, and attitudes are more important than a child's ability to perform physically.

Playground Rules

All students are expected to follow these established playground rules before, during, and after school:

1. Students will not throw rocks or mulch, or move them from one area of the playground to another.
2. Students will not crawl up the slides.
3. Students will go from one bar or ring to another without skipping any bars or rings for safety's sake.
4. No rough play such as kicking or pushing is allowed.
5. Organized team games (basketball, dodgeball, gaga ball, soccer, and four-square) must be in a certain area and approved by the supervising teacher during recess.

Room Coordinators

Room coordinators are a critical link in bringing home and school together. A person who has a servant's heart and is able to organize and lead should hold this important position. Some responsibilities include the following:

1. Exhibit the Warrior Way principles.
2. Encourage and pray for the teacher.
3. Seek to involve the new families in the class.
4. Seek to involve parents in parties.
5. Assist teacher in making class party arrangements.
6. Organize wrapping and decorating of students' desks on their birthdays.
7. Be available to help the teacher organize field trips, if needed.

School Office

Primary School Office hours are 8 a.m. to 4 p.m. Parents need to leave all information and items such as messages, money, books, etc., with the receptionist to be delivered to the classroom. This procedure is necessary to protect valuable teaching time from interruption.

Standardized Testing

Standardized tests administered throughout the nation are taken by kindergarten to 5th grade students respectively. Time is set aside three times throughout the year for benchmark assessments. Families are encouraged to have their children at school each day and on time for these tests. A copy of the results becomes a part of the student's permanent record, and a copy is given to the parents for their personal records.

Tutoring

When a student needs more long-term academic assistance due to an educational gap, tutoring may be appropriate. A list of tutors is available from the school office. The school will not recommend a specific tutor, accept the responsibility for the accomplishments of the tutor, or become involved financially in setting or collecting fees.

Visitors and Visiting Procedures

Parents who drop by the school for lunch must sign in at the Primary School Office or at the Main Entrance. Parents volunteering or visiting for any other reason must first sign in at the Primary School Office. Other visitors must receive permission from administration to visit the campus. Visitors must sign in at the Primary School Office, receive a visitor's pass, and park in an approved parking place.

Primary School Technology Policies

Technology Vision and Philosophy

Liberty Christian is a leading Christ-centered college-preparatory school that inspires and equips leaders to impact the world for Christ.

Liberty's mission is to provide a holistic college preparatory education in a nurturing, Christ-centered environment.

Technology at Liberty aims to inspire and equip leaders to impact the world for Christ by **providing access** to technology that supports and enhances pedagogy. By training our students to **live out the Warrior Way** online and offline, and by **equipping teachers and parents** to work alongside their students in this endeavour, technology can help to provide a holistic college preparatory education, in a nurturing Christ-centered environment.

We **provide access** to technology by equipping our teachers with the training and tools to enhance learning and our students with devices that empower them with the necessary skills for life. This access to technology provides students with the environment to think critically, be productive, collaborate, and create. We believe that access should be safeguarded with protections in order to keep our students safe.

We train our students to **live out the Warrior Way** online and offline through lessons in digital citizenship. It is our goal to give our students a framework for how to honor God with their digital lives. These lessons teach our students to recognize appropriate and inappropriate sites, good and bad sources, and safe and unsafe practices online. They also provide an opportunity for our students to understand, avoid, and appropriately react to cyber-bullying.

We **equip teachers** by providing them with the best tools to develop their students' abilities to use technology in a variety of fields and disciplines. By demonstrating mastery of these tools, and encouraging our students to use them well, our teachers prepare them to excel. In addition, our teachers are trained in how to leverage technology to keep their classrooms safe, as their students learn to use the internet in their studies.

We **equip and partner with our parents** by creating learning opportunities and making ourselves available to talk about how they can prepare their students for using technology in a God-honoring way.

Primary School Technology Goals

The goal of technology in Primary School is to create a student centered innovative learning environment that prepares students for learning success in their future at Liberty and beyond. Primary School students will be able to understand how to use and leverage technology to improve themselves and their learning in a digital age. Primary School students will be introduced to technology as a means of a tool rather than a toy. Technology in Primary School introduces basic skills and focuses on building a strong foundation of digital literacy and citizenship as well as beginning to develop the soft skills of creativity, collaboration, and critical thinking.

In Primary School, we provide a 1:1 iPad program that helps deliver the kind of teaching and learning that we want to accomplish for our next generation. Students also have access to a dedicated Primary School computer lab as well as access to Robotics and STEM activities. We believe that providing access to this technology is essential in preparing our students with the necessary skills for their future.

Guidelines and Agreements

Liberty Christian School's goal is to clearly communicate with students, parents, and teachers our expectations for technology use. We provide various technology tools to enhance learning with hands on application.

The technology handbooks serve to establish clear guidelines and expectations of acceptable use of each tool that is available to our students and staff. We expect all parents and students to become familiar with and adhere to these guidelines to help create a safe and acceptable technology environment. As we continually grow and change in our technology offerings, we require students to adhere to responsible use of all technology, including that outside of our core devices and programs outlined below.

Digital Citizenship Agreement

Responsible digital citizenship means practicing good ethical behavior and adhering to the Warrior Way whether online or offline. Students are encouraged to model good digital citizenship by making sure their actions and choices do not disrupt the learning environment for themselves or others. In order to participate in the Liberty online community, students agree to the Liberty Digital Citizenship Agreement that outlines common expectations and serves to guide student use and behavior.

Students will be expected to follow the below Digital Citizenship expectations.

Respect Yourself

I will show respect for myself through my actions. I will select online names that are appropriate, I will consider the information and images that I post online to build a positive digital footprint.

Protect Yourself

I will not publish my personal details, contact details, or a schedule of my activities online. I will protect passwords, accounts, and resources. I will find a healthy balance between online and offline activity.

Respect Others

I will show respect to others. I will show respect for other people in my choice of websites. I will not visit inappropriate sites.

Protect Others

I will protect others by not forwarding inappropriate materials or communications and by not visiting inappropriate sites. I will protect others by reporting abuse.

Respect Intellectual Property

I will respect copyright rules and follow fair use guidelines.

Protect Intellectual Property

I will protect the property of others by following fair use guidelines. I will properly source and credit borrowed material.

Respect Property

I will respect and properly care for the device issued to me. I will respect and properly use any LCS or other device.

Protect Property

I will follow the Warrior Way so that I am prepared to learn everyday.

Students should understand that if the Digital Citizenship Agreement is not followed, and disciplinary actions are necessary, the process will follow the standard procedures as outlined in the Liberty Christian School Parent/Student Handbook.

The Digital Citizenship Agreement will be discussed in the classroom. Students will be asked to sign the agreement. Parents/guardians will also be required to sign the Digital Citizenship Agreement online through myLiberty to agree their child will adhere. The agreement must be signed before students will be issued or have access to Liberty Christian School devices.

Device Use Agreement

Responsible use of technology is expected for all users. Students are expected to be responsible members of the community and act in a manner consistent with the Liberty Christian core values while in a digital environment (no matter the device).

Students agree to respect themselves and others in the way they use the device, as outlined in the Digital Citizenship Agreement. Students agree to respect the device by following the guidelines as outlined in the Primary School Technology Handbook.

Students are responsible to take care of the device, and will be held responsible for any damage to it. This includes but is not limited to:

- ☐ If a device is damaged or malfunctioning. Students should immediately notify their teacher.
- ☐ If a device is damaged, students will be responsible to pay for repairs or replacement at the discretion of the administration as outlined in the Student/Parent Handbook.
- ☐ Students are responsible for keeping cases on iPads. Power cables will remain at the classroom charging station and may not be removed.

Students should understand that Liberty reserves the right to collect and examine school-issued devices, including all content, messages, and history at any time for the purpose of assuring compliance with school rules and guidelines. The school may also monitor device and Internet use at school to ensure compliance. Devices may be restored to factory settings if found not to be in compliance.

The Device Use Agreement will be explained to students during school. Parents/guardians will be required to sign the Device Use Agreement online through myLiberty to agree that their child will adhere. The agreement must be signed before students will be issued or have access to Liberty Christian School devices.

iPad Use Guidelines

In Primary School, iPads will be available for use under teacher supervision within the classroom. We expect students to show respect and care when using technology at Liberty Christian School.

Distribution and Return

iPads will be available to Primary School students within their classroom. iPads are numbered and are assigned to a set of students with the corresponding number. Students will have access to iPads during designated instruction times as determined by the teacher. Students will not be

allowed to take the iPads home. Students will be required to return iPads to the designated classroom area when the teacher asks them too. iPads will be stored in an orderly fashion within the classroom along with charging stations.

Safety and Care

Students agree to adhere to the Device Use Agreement as outlined above. Students should show proper safety and care while handling any device. iPads should never be thrown, intentionally dropped, or tossed. When walking with or moving an iPad, proper care must be exercised at all times. Students are not permitted to decorate iPad cases with stickers or decals.

Keep iPad away from liquids and food. Students should not eat or drink while using the iPad. Liquids should not be placed on the same surface as an iPad. If drinks or other liquids are on the same surface (table, etc.) as an iPad, they can spill and cause irreparable damage. Students should place iPads on a safe surface and never on surfaces where people walk or put their feet such as the floor, stairs, or a foot rest.

Managed Apple IDs

Liberty Christian School creates Managed Apple IDs for instructors and students to use for educational purposes. This Managed Apple ID is unique and separate from any other Apple ID that the student may have created personally. Unlike personal Apple IDs, Liberty manages the services that your Managed Apple ID can access. Services such as the App Store, iTunes, FaceTime, and iMessage are restricted. Students will use this Managed Apple ID to log in to their iPad.

Content and App Restrictions

Technology use in the Primary School will be limited to approved “whitelisted” websites and apps. Each Primary School iPad has restrictions set to stop students from downloading apps, music, videos, and books with adult content. All iPads have Messages removed and any access to personal Apple or iCloud Accounts.

Collection and Inspection

Liberty reserves the right to collect and examine school-issued devices at any time for the purpose of assuring compliance with school rules and guidelines. The school may also monitor device and Internet use at school to ensure compliance. Devices may be restored to factory settings if found not to be in compliance.

Liberty Accounts

All students at Liberty Christian School are provided with a school specific email address that will be used to access accounts, such as the school’s learning management system (LMS) myLiberty, Google Drive, email for students in sixth grade and up, and much more. Students in

K-5th grade will be assigned a Liberty email address to be used as a username but the account will not be a working email during their time in Primary School. Students will set up a password for their Liberty account during the first week of school. Students should not use their school-issued account as a login for creation of any nonschool-related accounts.

myLiberty Use Guidelines

myLiberty is Liberty Christian School's learning management system and online community for parents, staff, alumni, and students. Within myLiberty, students have access to content relating to their education such as, grades, assignments, class pages, attendance, and discipline.

Once students enter the third grade they will gain access to their myLiberty accounts. Students will use their assigned Liberty account, email and student set password, to log in to myLiberty. Students should only log in to their own myLiberty account and not log in to any account that is not their own.

myLiberty accounts are the property of Liberty Christian School, which means that content in these accounts may be accessed or searched by delegated Liberty employees (IT staff, administrators, etc.).

Google Apps Use Guidelines

Google accounts will be provided to students at Liberty Christian School. Activation of Google accounts and Google Apps for Education within the software is based on age appropriateness and will be provided as necessary when students reach the age-appropriate grade for the provided service.

The Google Apps for Education accounts are property of Liberty Christian School, which means that content in these accounts may be accessed or searched by delegated Liberty employees (IT staff, administrators, etc.).

As the provider of these services, Liberty Christian School has included several safety and educational features in Google Apps for Education.

- Parents, guardians, and administrators will have access to student's Google Apps
- Filters to block SPAM, viruses and inappropriate content
- Parent, Guardian and Administrator ability to review all student files

Students will begin to receive access to their school-issued Google account in the third grade. With this privilege, they will gain access to Google Apps for Education, such as classroom, drive, and the Google office tools. Students in kindergarten through fifth grade will have the YouTube account creation option disabled. Students are expected to adhere to the Digital Citizenship Agreement above when using and accessing their Google account.

The Google account must be used solely for school purposes. Files stored on Google Drive must be school-related. Google Drive should not be used for personal file storage. Students should not use their school issued Google account as a login for creation of any nonschool accounts.

Google Terms of Service

Students under the age of 13 ordinarily need parent permission to have private Google accounts, however Liberty acts as the parents' agent and approves the accounts on their behalf. Therefore, all students will have Google Apps accounts built in Liberty's private domain.

When students use their Google Apps for Education account they are agreeing to adhere to the Google Terms of Service applicable to the services provided by Liberty Christian School. Refer to the Google Terms of Service at <https://policies.google.com/terms>.

Microsoft Office 365 Use Guidelines

Microsoft Office 365 accounts are provided to students at Liberty Christian School. Students will begin to receive access to their school-issued Office 365 account, in the third grade. Students are expected to adhere to the Digital Citizenship Agreement above when using and accessing their Office 365 account.

Microsoft Office 365 accounts are the property of Liberty Christian School, which means that content in these accounts may be accessed or searched by delegated Liberty employees (IT staff, administrators, etc.).

Through Office 365, students will have access to a downloadable version of the Microsoft Office Suite to install on a personal computer or device. The account may be activated with their Liberty account login and must be activated upon opening. The Office 365 account must be used solely for school purposes.

Office 365 email accounts are activated once the student begins 6th grade. The Office 365 account includes an activated school issued email address and access to Microsoft online and offline apps that aid in learning and collaboration.

Curriculum Specific Technology

Content specific websites are often utilized by teachers to supplement curriculum. Students could be asked to create a login for specific apps and websites based on the specific grade and subject. When doing so, students are expected to adhere to the Digital Citizenship Agreement. Use of these sites and or apps will be facilitated by the teacher.

Other Technology Use Guidelines

Students also have the opportunity to access various other devices, software, and websites while on campus. It is important that students adhere to acceptable use outlined within this document and maintain a digital citizen mindset when utilizing all campus technology.

Computer Labs

Computer labs are located in each school and are used for class instruction. Some labs are also available to the students outside of class time with permission.

Students are expected to respect and follow Device Use Agreement guidelines while using computer labs. This includes agreeing to not access any inappropriate content and using gentle proper care while using the computers. There is to be no food and/or drink near computer lab computers. Allowance of food and/or drink within the computer lab in a common space within the classroom away from the computers is at the discretion of the teacher.

When using a lab computer we strongly encourage students to always sign out of their account when they are finished using the computer.

Device Cameras

Device cameras may only be used for educational purposes, under the direction of a teacher.

Student Wifi

Liberty provides WiFi for students while on campus. There are multiple access points located throughout the school. Student WiFi is monitored by our web filter. Students should only use the designated Liberty student WiFi network while on campus.

Consequences for Misuse

Students and parents should be familiar with the school level's disciplinary policy as outlined in the Student/Parent Handbook. Students are expected to obey and adhere to the guidelines and policies outlined within this Technology handbook. If a student is caught violating any of the rules or guidelines laid out in his handbook they will be subject to the consequences as stated in the Student/Parent Handbook specific school level Disciplinary Policy.

Certain device and software abuse will be subject to a fine to alleviate the cost of repairs and/or device replacement. It is at the discretion of administration along with the Technology Department to determine the fine amounts as outlined in the Device Use Agreement. This includes but is not limited to potential iPad damage such as cracked screens, lost or broken charging cables, scratched or damaged exterior surfaces, and scratched or damaged school

supplied cases. All damage will be assessed in terms of what is considered beyond normal wear and tear.

Train and Equip

In order to train and equip our students to be safe and successful digital citizens at school and in life, Liberty believes it takes the combined efforts of our school, teachers, students, and parents. Through this comprehensive approach, including enhanced communication, training, curriculum, technology safeguards, and more, our entire community will be actively engaged in ensuring our students will learn, grow, and lead as discerning and knowledgeable users of technology.

Teachers

Digital devices in the classroom require that teachers are the frontline defense in helping to equip their students with the foundational skills they need to create a safe and positive experience online. Training for teachers will be multifaceted and include individual certification, professional development, small and large group training in the use and monitoring of digital devices, digital citizenship, Device Use Agreements, as well as the procedures for reporting proper use violations.

Teacher professional development is core to the success of our technology implementation and student learning. Below are some of the ways that we facilitate training and learning opportunities for our teachers.

- Beginning of year orientation
- Digital Citizenship Course - Certification
- Classroom Management
- Ongoing Professional Development in technology use and effective implementation
- Individual badge based iPad training
- Teacher micro credentials
- Procedures for reporting violations and general technology procedures

Students

There are various opportunities for students to be equipped in the appropriate technology use for their age and skill level. Below are examples of ways Liberty trains our students to live out the Warrior Way online and offline in the use of various forms of technology throughout the year.

- Digital Citizenship Assembly in the first two weeks of school
- Liberty uses Common Sense Media to teach Digital Citizenship in the Kindergarten through fifth grade classrooms

- Creation of student run “Common Sense” Digital Safety Committees for students to promote awareness and positive peer influence.
- Digital Safety Campaigns will take place in classrooms and hallways as reminders and positive reinforcement.

Digital Citizenship Curriculum

Digital citizenship curriculum in the classroom can be an effective way to empower students to think critically, behave safely, and participate responsibly in our digital world. Teachers have the unique opportunity to model ethical technology use for their students on a daily basis and can naturally incorporate appropriate conversations while weaving digital citizenship seamlessly throughout the curriculum. Common Sense is a comprehensive, digital citizenship curriculum from Common Sense Media and is stratified by grade and content with topics including Self-Image and Identity, Relationships and Communication, Digital Footprint and Reputation, Cyberbullying and Digital Drama, Information Literacy, Internet Safety, Privacy and Security, and Creative Credit and Copyright.

Parents

With digital media, the line between home and school is blurred and parents often have questions and anxieties around kids' media use and look to schools for help. Liberty is committed to providing parents with timely and relevant information and training in digital citizenship and technology use as part of a partnership to help keep our kids safe at school and at home.

Liberty will seek to:

- Increase Liberty Christian School community and parental awareness of digital citizenship and safety issues.
- Engage Liberty community and parents as partners in proactively educating, training, supporting, and enforcing all digital safety measures at school and home.
- Increase visibility of Liberty technology and administration.
- Hold monthly parent outreach and training through Liberty Parent Tech Coffees.
- Provide the Mosyle Parent App.
- Outline and maintain LCS Tech Tips.

Protect

Safety and protection of our students is our priority as we aim to provide an exceptional learning environment. There are many layers of protection that we take to make sure that our students are safe as they use devices and digital tools. We understand that our ministry is to guide our students to have Christ-like character in all that we do. The best protection requires a team effort as we all partner together to prepare our students for life and learning.

Network Web Filter

Liberty Christian employs ContentKeeper Web Filter to help ensure compliance and safe web use through web filtering, mobile security, and reporting technologies to keep students safe.

Liberty Christian uses our web filter to do the following:

- Restrict and provide age appropriate device web access control, identification and accountability at school and at home
- Real-time inspection and controls
- Social media controls
- Real-time web content classification that is age appropriate and reviewed
- Comprehensive behavioral analysis, monitoring and reporting
- Guest network password protected and filtered

Safe Search

SafeSearch is a feature of Google Search that acts as an automated filter of pornography and potentially offensive content and is always enabled through our network filter.

Youtube Restricted Mode

Blocks inappropriate and controversial content, but allows teachers to unblock content for teaching purposes.

DNS Filter

DNS stands for Domain Name System. DNS is how domain names are translated into IP addresses. DNS is what allows you to use your web browser to find web sites as well as send and receive email. DNS Blocking is a strategy for making it difficult for users to locate specific domains or web sites on the Internet.

MDM (Mobile Device Management)

Liberty uses Mobile Device Management software to manage all of our devices issued to students by Liberty. This manager allows us to deliver a “ready to learn” device to students, fully equipped with all of the necessary apps, software, restrictions, and access. Below are some of the ways our MDM helps to protect our students.

- Apple Content Filter
- Restrict access to web browsers on devices (varies by age)
- Whitelist specific “Google Custom Search” sites (varies by age)
- Whitelisted Sites/Apps from the teacher (Mosyle Classroom App)

Teachers and Classrooms

Teachers play a vital role in the protection of our students as they use devices in their classrooms. Classroom management and active monitoring go a long way in keeping our kids safe from potential dangers.

- Teachers use appropriate monitoring tools provided by Liberty to monitor device activity during classroom use such as the Apple Classroom App and Mosyle Classroom App.
- Teachers supervise student device use by physically monitoring and being present during device use in the classroom.
- Teachers follow school discipline guidelines as referenced in the Student/Parent Handbook when inappropriate use is found.
- Teachers vet and request Apps through an App Request Form. After the form is filled out, the requested app is reviewed by the tech department and the school level principal for appropriateness and cost.
- Liberty reserves the right to collect and examine school-issued devices at any time for the purpose of assuring compliance with school rules and guidelines. The school may also monitor device and Internet use at school to ensure compliance. Devices may be restored to factory settings if found not to be in compliance.

Students

Responsible use with regards to technology is expected for all of our users. Digital citizenship and responsible use are modeled and taught whenever appropriate. Students are expected to be responsible members of the community and act in a manner consistent with the Warrior Way while in a digital environment (no matter the device).

- All students will comply with Liberty's Student/Parent Handbook, the Digital Citizenship Agreement, and the Device Use Agreement.
- Liberty reserves the right to collect and examine school-issued devices at any time for the purpose of assuring compliance with school rules and guidelines. The school may also monitor device and Internet use at school to ensure compliance. Devices may be restored to factory settings if found not to be in compliance.

Parents

Parents model appropriate use and influence their students to be successful digital citizens. It is at home and through our parents that we can ultimately be successful in our goal towards creating discerning, knowledgeable leaders in technology.

- Liberty provides access to ScreenGuide, a parental control app for all Liberty assigned devices. ScreenGuide also allows parents to control over their students' devices when not at Liberty, as well as giving them the opportunity to add other personal devices.
- Parents have full rights to act as parents on the device of their students. Liberty and parents reserve the right to collect and examine school-issued devices at any time for the purpose of assuring compliance with school rules and guidelines. The school may also monitor device and Internet use at school to ensure compliance. Devices may be restored to factory settings if found not to be in compliance.

Measure

The successful protection of our students is an ongoing process that Liberty will constantly be evaluating for its effectiveness and process. Reports and analytics are helpful in determining how technology is being used and where to improve for the learning and protection of our students.

Reporting

Liberty does the following to measure the effectiveness of our protection measures:

- Liberty monitors on a user by user basis as well as overall Internet traffic use by categories.
- Liberty reports on all web use within our organization to ensure policy compliance and optimize resource utilization.
- Liberty secures our network and gets real-time alerts for suspicious activity, malware, and virus detections.
- We make necessary changes based on the reporting from staff and student data. This includes sites that need to be blocked as well as sites that are blocked that need to not be blocked.
- Success of student safeguarding is best measured by the lack of incidents reported by staff and students.
- Daily reports of network usage will be run and will be referenced when appropriate or necessary by request.

Disclaimer Statement

Liberty believes that technology and the Internet are invaluable tools in an educational setting and that with proper guidance and education on the dangers of the internet the valuable information and interaction available far exceeds any disadvantages. For example, materials may contain items that are inaccurate, illegal, pornographic, profane, defamatory, or potentially offensive to some people. It is Liberty's intent to curate a safe environment for all users by taking measures to protect your child from these things as outlined in the school specific technology handbooks. In order to limit the access of inappropriate items, the School will

attempt to install filters to block access to certain visual depictions. In addition, the online activities of minors will be monitored. However, Liberty cannot completely protect students from accessing inappropriate materials and specifically denies any responsibility for a student accessing any inappropriate, offensive, illegal, or obscene sites. If such inappropriate information is accessed accidentally, students must notify a School staff member immediately and Liberty will address the situation promptly and appropriately. Liberty shall not be liable for users' inappropriate use of electronic communications, resources, violations of copyright restrictions or other laws, users' mistakes or negligence, or costs incurred by users. Each user creates their own user experience and will continually be encouraged and reminded to make positive online choices. Liberty will not be held liable and denies responsibility for any use that is outside of its policy guidelines.

Frequently Asked Questions

When can my children log in to their Liberty accounts?

Students will begin to log in to their Liberty accounts in the third grade. Liberty accounts include but are not limited to Google Apps for Education and myLiberty.

What kind of iPad will my child use?

Both iPad 5th and 6th generation 16GB and 32GB iPads are used throughout the Primary School.

Does my child get to take the iPad home?

No. All Primary School iPads stay in the classroom.

What happens to the iPads when my child moves on to Middle School?

All Primary School iPads stay with the school, and your child will be issued a different iPad upon entering Middle School.

How do I know which apps my child is using?

Liberty posts an updated App list on it's website.

How do I view my child's grades?

All parents have access to their child's grades through myLiberty.

May my child add apps to their iPads?

No. All iPads are managed by the technology department and apps are only added through our management system on teacher request.

Will I be able to access my child's work online?

Yes. Parents have access to their child's myLiberty page and can view assignments, grades, and other important classroom information.

Can my children use their iPad during break times?

iPads are not to be used during non-classroom time. We are conscious of appropriate screen time for students and want to have a good balance during their day.

Will all of my child's work be done on the iPad?

No. The iPads and classroom technology are one part of a student's learning experience. The frequency of use is determined by the teacher.

What measures are in place to protect my child when searching online?

Liberty uses multiple layers of protection to keep our students safe while online. Liberty uses a web filter, DNS filter, iPad level restrictions, and teacher monitoring as layers of protection. Sometimes the best protection involves the low tech approach of ongoing conversations between parents, teachers, and students around "acceptable use" and "boundary-setting." In the event that a student is experiencing difficulty adhering to the boundaries that have been set, it is best to seek consultation with your child's classroom teacher. Safety and protection requires a team effort.

Will my child be trained on how to safely use the iPad?

Liberty teachers clearly establish and discuss rules with students for proper charging, storing, carrying, operating and using iPads in the classroom. Students are only allowed to use the iPads and specified apps when instructed and monitored by the teacher. All teachers are trained and certified as *Common Sense Educators* in digital citizenship and safety. Students participate in age appropriate classroom curriculum and a school-wide assembly instruction and training.

May my child opt out of the iPad program?

Students will need to use their school issued iPad for their learning at Liberty. Liberty has committed to delivering the best curriculum for our students and some of our curriculum require the use of iPads.

Acknowledgement and receipt of Student/Parent Handbook

The registration of a student is considered an acceptance, on his or her part and on the part of his or her parents or guardians, of all rules and regulations of Liberty Christian School, including the judgment of school authorities on academic and disciplinary sanctions, suspension, or expulsion of a student.

The rules and regulations contained in this handbook are not meant to be all comprehensive. Rather, they presuppose the good will and judgment of a student in all circumstances in which he/she may find himself/herself.

Parents/legal guardians are asked to familiarize themselves and to ensure that their child understands all of the information contained in this Student/Parent Handbook, the Technology Handbook(s), and the Athletics Handbook (if applicable to the student). Both parents/guardians and students over the age of 8 must sign the below and return this form to Liberty.

We have read and understood all statements and provisions set forth in the Student/Parent Handbook, the Technology Handbook(s), and the Athletics Handbook (if applicable to student).

I UNDERSTAND THIS HANDBOOK IS A GENERAL GUIDE AND THE PROVISIONS OF THIS HANDBOOK DO NOT CONSTITUTE AN AGREEMENT OR CONTRACT WITH LIBERTY CHRISTIAN SCHOOL. I FURTHER UNDERSTAND THAT LIBERTY CHRISTIAN SCHOOL RESERVES THE RIGHT TO CHANGE THE PROVISIONS OF THIS HANDBOOK AT ANY TIME.

Liberty Christian School

Quick Reference Numbers

Main Number	940-294-2000
Primary School (PS-Bridge)	940-294-2010
Primary School (PS-Bridge) Fax	940-294-2015
Primary School (K-5)	940-294-2020
Primary School (K-5) Absences	940-294-2121
Primary School (K-5)Fax	940-294-2025
Middle School (6-8)	940-294-2070
Middle School Absences	940-294-2070
Middle School Fax	940-294-2075
Upper School (9-12)	940-294-2030
Upper School Absences	940-294-2222
Upper School Fax	940-294-2035
Guidance Counseling	
Middle School Academic Advisor (6-8)	940-294-2078
Upper School Guidance Counselor (9-11, A-K)	940-294-2027
Upper School Guidance Counselor (9-11, L-Z)	940-294-2325
Upper School Guidance Counselor (12)	940-294-2320
(and all international students)	
Account/Billing	940-294-2109
Admissions	940-294-2127
Administration	940-294-2000
Administration Fax	940-294-2045
Advancement	940-294-2131
Athletics	940-294-2050
Athletics Fax	940-294-2361
Cafeteria	940-294-2162
Liberty Locker	940-294-2350
Library	940-294-2113
Nurses Office	940-294-2185
Registrar	940-294-2190
Security (after hours)	940-294-2090
Security (during school hours)	940-294-2089
Spiritual Life Department	940-294-2100
Technology	940-294-2060
Volunteering	940-294-2250

1301 S. HIGHWAY 377
ARGYLE, TX 76226
940-294-2000
www.libertychristian.com